

MOSMAN MARKET: GUIDELINES FOR STALLHOLDERS

Frequency

Markets are held on the Village Green/Mosman Square on the first Saturday of each month (except January) from 8.00am to 3.00pm (set-up from 7.00am)

An additional Christmas Twilight Market runs each December.

Products and Services for Sale

Priority is given to home produced, hand-crafted goods produced in Mosman and surrounding regions.

Fair Trade products which are certified, labelled and supported by the Fair Trade Association of Australia or the International Federation for Alternative Trade, may be accepted for sale at the Market. Fair Trade certificates or approved letters or documents must be displayed.

A limited number of stalls will be also be available for freshly prepared food.

Stall Spaces

The number of stalls available at each market is variable and the size and shape of stall spaces may vary, and some sites may not be suitable for gazebos. Shade structures and display equipment are to be provided by the stallholder and may not exceed a footprint of 2.4 x 2.4 metres, except for fresh food stalls, which may be up to 3 x 3 metres.

Preference in allocation of stall spaces is given to:

- (a) Mosman residents
- (b) Regional residents
- (c) Others

Stall allocations will be assessed by staff in a fair and equitable manner, based on all requests, including the nature of products sold and availability of stall spaces. The allocation of stall spaces will not be open to negotiation.

Cost of Stalls and Payments

The cost of a market stall from 1 July 2018 is:

- \$92 (inc. GST) for general art & craft products
- \$150 (inc. GST) for freshly prepared food (requiring power)

Fees are reviewed annually each July.

Fees for regular stallholders must be paid in advance (within one week following the last attended market). Casual or trial stallholders must liaise with the Venue and Markets Officer regarding payments.

Wet Weather Arrangements

Mosman Markets is an all-weather market and will operate unless extreme dangerous weather or other disruptions occur. In the event of inclement weather:

- It is the responsibility of the stallholder to bring suitable wet weather equipment for their stall area.
- All stallholders who have booked and paid for a stall should attend the scheduled market.
- If the market continues there will be no transfer or refund of fees. Please note that no refunds are issued to any stallholder who trades and the weather subsequently deteriorates during the day.
- If the market is cancelled due to wet weather stallholders who have paid for their stall and who have attended on the morning will be transferred to the following month only.

Loading, unloading and parking for stallholders

Stallholders must comply with standard road and parking regulations and respond to the lawful directions of Council officers. Stallholders must set up, pack up, load and unload promptly within the specified times of the Market and not block residents or businesses' driveways or access points around the market area. Stallholders using the Council car park adjacent to the Village Green must remove their vehicles after unloading to enable visitor access to the Market.

Public Risk Insurance

Stallholders are required to hold public liability insurance (for not less than ten million dollars). In order to trade, policy confirmation must be provided not less than fourteen days prior to each market.

Safe Practices

Stallholders must adhere to safety regulations and practices at the Market at all times. Trip hazards and dangerous equipment must not be used on stalls or present any danger to visitors to the market or fellow stallholders. All shade structures and umbrellas must be safely secured and weighted down with sandbags or water containers (no pegs allowed). Smoking at the Mosman Market is prohibited.

Food stallholders who use cooking oils or fats, are required to have the following Equipment:

- (a) 1 x 5.5kg carbon dioxide fire extinguisher
- (b) 1 x 1800mm x 3200mm fire blanket

All food stallholders must ensure that their products are stored, prepared and packaged for sale in strict accordance with the requirements of the Food Act

Council Authority and Inspection

All markets will be subject to regular inspection by Council officers to ensure compliance with market guidelines and Council regulations as well as the Local Government Act, the Food Act, Noise Control Act and related regulations.

Market - General conditions

Stallholders must remove all stalls, goods, rubbish and other materials promptly after each market and ensure that the site is in the same condition as it was prior to setting up.

Stallholders are expected to treat Council staff, fellow stallholders, clients and visitors to the market with courtesy and respect at all times. All Council market staff decisions are made in compliance with Council's Mosman Market Corporate Practice. Council staff instructions must be adhered to, and will be final.