



**BE THE  
INSPIRATION**



## **Rotary Club of Bendigo Sandhurst Inc.**

Inc. No. A0018398L ABN. 71508178165

Chartered 2<sup>nd</sup> June 1988 District 9800

P.O. Box 1122, Bendigo 3552, Victoria, Australia

Email: [markets.rcobs@gmail.com](mailto:markets.rcobs@gmail.com)

# **RCOBS Markets Bendigo TERMS AND CONDITIONS**

### **Insurance:**

- Stallholders must have their own Public Liability insurance, [ten million dollars minimum], and where applicable, product liability insurance, and, carry the Certificate[s] of Insurance for checking on market day.

### **Right of Refusal:**

- The Market Coordinator and committee has the right to refuse a site to any stallholder at any time.
- Any stall holder or persons associated with that stallholder that acts in an uncooperative or threatening manner to the organiser volunteers, other stall holders or the public, can be asked to leave immediately or have invitations to future events withdrawn.
- The Market Coordinator and Committee can request any items be removed from stalls if deemed not to comply with the Market Terms and Conditions listed here.
- If you answer "NO" to any of questions numbered 2, 3 or 8 in the 'Stallholder Application Form', your application will be refused.
- You agree that if you cannot produce current Certificate[s] of Insurance if requested by the market organisers on the market day, you will be refused entry and be asked to leave immediately.

### **Acceptable Goods and Products at this Market:**

- All saleable art & craft items produced by the stall holder or their immediate family.
- Confectionary (lollies, liquorice, fairy floss etc).
- Homemade jams/preserves/chutneys.
- Homemade jarred pickled fruits/vegetables.
- Homemade chocolates.
- Homemade oils.
- Freshly squeezed juices.

### **Items Not Permitted Without Authority of The Market Coordinator:**

- Raffle of items (Community groups only, with prior consent from Market Committee).
- All hot food or fast food for immediate consumption.
- Milkshakes/soft drinks.
- Second hand items.
- Books.
- So-called 'treasures'.
- Commercial items.
- Pancakes/Profiteroles [Permitted at Easter Market].
- Pies/Pasties.
- Hot Dogs.
- Ice Creams.
- BBQ food.
- Potato Takeaways

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### Items Prohibited:

- Guns (Including authentic replica guns and items that fire projectiles).
- Cap Guns. [“Bubble Makers” permitted].
- Explicit and hardcore imagery T-shirts.
- Fake cigarettes.
- Fuel type Fire Lighters (Zippo).
- Air Horns.
- Knives (including Pen Knives).
- Martial Arts Numb Chucks.
- Any other item that may be deemed inappropriate or offensive.
- Due to the City of Greater Bendigo's permit and public space by-laws, it is **not permitted** under any circumstances for a stallholder to **sell open containers** (bottles, glass etc) of any kind of alcoholic beverage.
- Playing Cards (Nude or Lurid).
- Pressure Pack Fart Gas.
- Pressure Pack Silly String.
- Pressure Pack Snow.
- Drug related goods and paraphernalia.
- Stink Bombs.
- Water Pistols.

### Produce/Plants:

- All produce, plants etc. must be grown/produced by the stallholder or immediate family.
- Resale of commercially purchased produce & plants is not permitted.
- All relevant local council documentation must be obtained prior to the event.
- Original documentation must be held, and available for inspection by the Market Coordinator or Council representatives as requested on day of the Market.

### Food Vendors: [Anything for human consumption is “Food”]

- Only approved Food Vendors.
- Any stallholder preparing, handling or storing food for sale, must fully comply with all City of Greater Bendigo Council requirements (Environmental Health and Local Laws Unit).
- Certified documentation required for stall/product must be on hand and ready for inspection by relevant officers of Council.
- Market Coordinator may also request to sight certified documentation prior to setup of stall.

### ATTENTION - Food Vendors:

- Please check with Environmental Health & Local Laws [03 5434 6333], to clarify and arrange all necessary requirements to avoid any possible disappointment on the day.
- It is your responsibility to check and comply.
- City of Greater Bendigo Council Health Inspectors are particularly vigilant during these activities.

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### Plastic bags

- The phase-out of lightweight plastic bags in Australia is being actively pursued at local and state/territory level.
- Locally the City of Greater Bendigo is communicating to industry and community groups to prohibit the use of plastic bags with a view of 100 % reduction by 2020.
- This is a reminder to stall holders that the use of plastic bags has been phased out and to be prepared for alternative carriage items.
- Our Rotary Club would encourage all stall holders to take this advice on board and anyone not co-operating may find themselves excluded from future markets.

### Electrical:

- NO power is available to stallholders on site.
- Quiet generators will be permitted with prior consent from the market committee.
- All electrical leads must be supplied by the stallholder.
- All electrical leads must have current safety test tags.
- All electrical equipment in good repair and operating condition.
- All electrical leads must be off the ground and fixed securely.

### Gas & Gas appliances:

- Gas cylinders must be in compliance with all relevant Australian Rules & Regulations.
- Cylinders in use and spare (Full and Empty) must be stored externally.
- Cylinders must be secured on a level non-combustible surface.
- Cylinders must be in a well ventilated location, safety outlet faces away from structure.
- Appliances must be away from the public.
- Supply pipes/hoses must be good condition.
- Gas appliances must be clear of any combustible materials.

### Weights:

- All umbrellas, gazebos, shelters, etc., must be secured by weights – **NO** pegs permitted.
- Note: City of Greater Bendigo inspectors will check every site for illegal pegs.
- And City of Greater Bendigo inspectors will also check every site is secured correctly.
- Pegs may damage underground irrigation systems and stallholders will be held liable.

Listed below are the recommendations for the provisions of weights to secure tent/marquees  
The following table may allow stallholders/exhibitors to calculate the appropriate weight(s) require holding down tentage on their particular site.

|                    |                                                                  |                                                             |                                                                   |                                                              |
|--------------------|------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------|
| Marquee tent size  | Up to 2.5m *2.5m<br>(6.25 m <sup>2</sup> )<br>4 hold down points | Up to 3 m *3 m<br>(9 m <sup>2</sup> )<br>4 hold down points | Up to 3.5m *3.5m<br>(12.25 m <sup>2</sup> )<br>4 hold down points | Up to 6 m *6 m<br>(36 m <sup>2</sup> )<br>6 hold down points |
| Required Weights * | 12 kgs<br>Per hold down point<br>Total 48 kg                     | 18 kgs<br>Per hold down point<br>Total 72 kg                | 23 kgs<br>Per hold down point<br>Total 92kg                       | 20 kgs<br>Per hold down point<br>Total 120 kg                |

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- \*The weights indicated within the table are **recommendations** only; as these calculations are inexact. (Tent security in high winds is influenced by a number of factors, tentage exposed, wind strengths, gusts and direction, also the anchoring capacity of the weights themselves may be a factor, plastic containers have been known to slide on grass!)
- Weights should be attached to tentage as low to the ground as possible; weights should not extend away from the up rights or infrastructure in a manner that would represent a trip hazard.
- All stallholders must ensure that all site infrastructure including marquee structures, product racks/shelves and stock is adequately secured to prevent injury to members of the public and fellow stallholders.
- **Note:** Whilst the Rotary Club of Bendigo Sandhurst has provided this information to assist stallholders, it is not responsible for the accuracy of this information; it is the stallholder's responsibility to comply with Workplace Health and Safety regulations and other Government laws & regulations (Commonwealth, State or Local)

### Parking:

- Vehicles are NOT permitted to remain within the market area.
- Prior authority must be obtained for any trailers or the like from the Market Coordinator.
- Market supervisors will direct you to your site.
- All vehicles must be removed 15 minutes prior to market start time and will not be permitted to return until 30 minutes after market closing time.
- There will be free off-site parking available for stallholders

### General:

- No display items or signs to protrude beyond your allocated site.
- Sites must be kept clean and tidy at all times.
- All stallholders are expected to stay for the entire market advertised times, unless prior approval from the market committee.

### Rubbish:

- This is an environmentally friendly market & all rubbish must be removed by stall holders.
- Sites must be left clean and tidy.
- Rubbish left on site jeopardises future acceptance of an application.

### Site Allocation, Priority and Refund Policy:

- **ONLY** stallholders who have **paid in full** will be formally registered and will be allocated to one or more of the available number of sites. (no guarantee can be given on any area or site)
- Standard site allocation will be prioritised on the date your full payment was received and any fully paid bookings for both Friday and Sunday.
- NO REFUNDS will be given under any circumstances unless a registered and paid for site is unable to be allocated to stallholder by Market Committee