



Eltham Community Market Stallholders' Association Incorporated

P.O. Box 704, Eltham, Victoria, 3095

Reg: 1055620H. ABN: 60 906 130 042

Casual Stallholder Regulations 2019

Clause 1: General

The stallholders' committee of the Eltham Community Craft and Produce Market Stallholders' Association Incorporated is responsible for the Market administration. The following regulations apply:

- The Committee reserves the right to move any stallholder to another site if it is deemed to be for the benefit of the market.
- Paying a site fee does not entitle a stallholder to ownership of a particular site.
- All goods offered for sale must be hand-made, hand-crafted or home-grown by the stallholder.
- The stallholder must not remunerate anyone in the making of items.
- The copying of another stallholders work and/ or selling of goods commercially optioned is unacceptable and will result in dismissal from the market.

Clause 2: Conduct and Standard

To maintain the high standard of the market, the Committee reserves the right to refuse entry to the Market to any stallholder:

- Whose goods have significantly deteriorated in quality.
- Whose goods differ from the original list of goods.
- Whose behaviour is considered antisocial, derisive, aggressive, offensive or otherwise inappropriate in the option of the Market Co-ordinator.

In the event of breaches of Clause 2:

- A verbal discussion will take place between the Market Co-ordinator and the stallholder.
- If the stallholder fails to adjust their stall (or behaviour), a formal request in writing will be forwarded to the offender(s) by the committee.
- If this written request fails, and the stallholder does not comply with the desired improvement, then that stallholder will be denied any further access to the market in their capacity as a stallholder.

Clause 3: Casual Stallholders Application/Payments

All applications must be made via the approved application form. Forms are available for downloading at www.elthammarket.com.au or can be posted or forwarded via email on request: phone 0401 288 027 or email elthammarket@elthammarket.com.au

Your application is subject to the following :

- A completed application form must be submitted.
- Applications must be received no later than the 1st day of the month of planned attendance.
- New applications are subject to Committee approval and must include photographs of all items offered for sale.
- Approved Stallholders must also provide photos when adding new products for committee approval in writing.
- Payment of the stall site fee must be made in advance. Please note the amended site fee costs of the November and December Markets as per Application. If your application is not successful, your payment will be refunded by cheque.
- Payment can be made by cheque/money order payable to Eltham Community Craft & Produce Market and posted to The Secretary, Eltham Community Craft and Produce Market, PO. Box 704, Eltham, Victoria, 3095 or by Direct payment into Bendigo Bank Account–
- BSB: 633 000 Account no: 161749999. Cash will not be accepted.
- Food applicants must enclose a current copy of their Health Department Registration and compliance certificates, including Insurance certificates.

Stallholders who are registered as Pty Ltd are not covered by Eltham market Insurance and must provide a copy of the document.

Previously approved stallholders who have been attending on a regular basis during the last 2 months and have not had any product changes are not required to submit application forms for each month however they must notify the Committee and the Coordinator via email each month by the 1st and provide payment details.

Clause 4: Absenteeism

- If you are going to be absent from any market please ring the Market Phone 0401 288 027 at least 24 hours before the market day to cancel.
- Fees may be transferable to the following market if a min 7 days' notice is given in writing.

Clause 5: Market Hours

- The market operates between 8:30am and 1.00pm.
- All stalls must remain operative until 1.00pm. If you pack up and leave before this time it may affect applications for future markets.
- No stallholder's vehicle or stall is permitted to leave or enter the market area between 8:00 am and 1.00pm.
- If in urgent circumstances it becomes necessary to leave before 1.00pm you must inform the coordinator, who will escort your vehicle safely out of the market.
- Casual stallholders are requested to access their designated site from 6:30am onwards. Your allocated site map will be sent to you upon successful application before market day.

Clause 6: Stalls

- Stall spaces vary. Minimum site is 3 metres by 1.8 metres. Unloading/packup access is available. Free car parking is available in close proximity around the oval or upper level car park. Please keep the Panther Place & Library Place parking free for your customers.

- No stallholder is to obstruct footpaths, traffic flow or traffic signs.
- All aisles must be kept clear to allow for emergency vehicle access.
- A stall must not encroach over the front line of site.
- Stallholders wishing to introduce new items on their stalls are required to apply in writing enclosing a photograph of said item(s) for assessment by the committee. If accepted, you will be notified and they can then be added to your stall at the next market.
- All decisions made by the Committee are final. Any stallholder failing to follow these Rules & Regulations will be refused entry to the Market as a stallholder.
- A limited number of powered sites are available.
- Stall sites requiring electricity will incur an extra fee per market on top of their regular fees. You must specify your amps required on your application. All leads are to be supplied by stallholder, they must have weather proof connections and be tagged and tested.

Clause 7: Litter

- Every stallholder is responsible for cleaning up their own site and remove all litter and take it home. Litter bins provided in the market area are for public use only.
- Food stalls with take away food are required to provide lined plastic bins in front of their site at each market. Take away food stallholders are responsible for cleaning up their site and removal of their litter.

Clause 8: Food Stalls (Temporary)

- Food that is potentially hazardous (i.e. contains/ meat, fish, milk, cream or egg) can only be sold at the market with a current Health Certificate (photocopy) from your municipality.
- All take away food must be covered from above (canopy/umbrella) and require a sneeze bar at the front of stall. All pre-packaged food must be wrapped and appropriately labelled with ingredients and contact name and number.
- Smoking is not permitted at any food stall.
- Where food is handled and cooked on site the stallholder must wear plastic gloves, provide hand washing facilities, clean towels, bucket/basin with soap or disinfectant.