

## Regulations 2010 – Casual Stallholders

The Stallholders Committee of the Eltham Market Stallholders Incorporated is responsible for the Market administration and the following regulations apply.

- The Committee **reserves the right to move any stallholder** to another site if it deems it 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 the dismissal from the market.**

### Clause (1) 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:

- (a) Have significantly deteriorated in quality
- (b) Differ from the original list of goods or.
- (c) Whose **behaviour** has **significantly deteriorated in attitude.**
- (d) **The Committee strives hard to create a well-presented & organised market for the enjoyment of its' customers and stallholders alike. We would encourage stallholders to maintain a professional approach and pleasant atmosphere.**

**Derisive unpleasant negative behaviour will not be tolerated.**

- (e) **If you have any concerns or comments, write to the Committee via the Secretary.**

**If this is contravened, the following action will commence:**

- (a) A verbal discussion will take place between the Market Co-ordinator and the stallholder.
- (b) 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.
- (c) 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 the capacity of a stallholder.

### Clause (2) Casual Stallholders Application/Payments

- (a) All applications must be made on the correct application form for each month.  
Forms are available [www.elthammarket.com.au](http://www.elthammarket.com.au) or phone 0401 288 027

**YOUR APPLICATION WILL ONLY BE PROCESSED IF YOU ENCLOSE THE FOLLOWING**

- ALL sections of the official application form fully completed with the Declaration signed**
- A STAMPED SELF ADDRESSED ENVELOPE for return of photos, receipt and site map**
- Photographs of all items offered for sale unless previously sent**
- Stall site fee of \$45.00. or (\$55.00 for hot food)**
- DIRECT PAYMENT into NAB Bank Account BSB 083157 A/c No 518614680**
- CHEQUE/MONEY ORDER payable to Eltham Community Craft & Produce Market (Payment will be returned if unsuccessful). CASH WILL NOT BE ACCEPTED.**
- Food Applicants MUST enclose a current copy of their Local Health Department Registration of Premises**

- (b) All applications must be received **no later than the 1<sup>st</sup> day of the month.**  
If your application is not successful your cheque / money order will be returned to you. **PLEASE DO NOT CANCEL CHEQUES, AS YOU WILL BE REQUIRED TO PAY THE BANK PENALTY FEE.**
- (c) **Cheques/Money order is to be made payable to -:** Eltham Community Craft & Produce Market  
**Post to -:** The Treasurer, PO. Box 704, Eltham, 3095
- (d) Stallholders who are registered as Pty Ltd are **NOT** covered by Eltham market Insurance and must provide a copy of the document.

### Clause (3) Absenteeism

- (a) If you are going to be absent from any market ring the Market Phone 0401 288 027 at least 24 hrs before the market day to cancel.
- (b) Fees may be **transferable** to the following market if a **min.(7) days notice** is given.

#### **Clause (4) Market Hours**

- (a) The market operates between 8:30am. and 1pm.
- (b) All stalls must remain operative until 1pm.
- (c) No stallholder's vehicle or stall is permitted to leave or enter the market area between 8:30 am and 1pm.
- (d) If in urgent circumstances it becomes necessary to leave before 1pm you must inform the co-ordinator, who will escort your vehicle safely out of the market.
- (e) Casual stallholders are requested to access their designated site from 6:45am onwards. Your allocated site map will be sent to you upon successful application before market day.

#### **Clause (6) Stalls**

- (a) Stall spaces vary. Minimum site without car parking is 3mt x 1.8mt. Minimum site with car parking is 6.5mt x 3.3mt. Unloading/packup access is available. Free car parking is available in close proximity around the oval. **Please keep the Panther Place & Library Place entrances free for your customer's car parking.**
- (b) No stallholder is to obstruct footpaths, traffic flow or traffic signs.
- (c) All aisles **MUST** be kept clear to allow for emergency vehicle access.
- (d) A stall must not encroach over the front line of site.
- (e) **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 be added to your stall at the next market.
- (f) 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.
- (g) **POWER (Limited)** A limited number of powered sites are available. Stall sites requiring power 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.

#### **Clause (7) Litter.**

- (a) Every Stallholder is responsible for **cleaning up their own site and removing all litter.** Litter bins provided in the market area are for public use only.
- (b) 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)**

- (a) Food that is potentially hazardous ie, contains/ meat, fish, milk, cream or egg can only be sold at the market with a **Current Health Certificate (photocopy)** from your Shire.
- (b) 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 labelled with ingredients and contact name & number.
- (c) Smoking is not permitted at ANY food stall.
- (d) 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.
- (e) Any food stallholder who continually sells out early must apply in writing to the Committee for permission to leave the market when sold out, providing their car is not in the Market.

#### **Clause (9) Enquiries**

**Telephone** enquiries contact the Co-ordinator via the Market Phone 0401 288 027

**Post address;** Attention;The Secretary, P. O. Box 704, Eltham, 3095. Please enclose SAE for response.

**Web site –** [www.elthammarket.com.au](http://www.elthammarket.com.au) for General market information / Application forms / Rates /Regulations