DAYBORO MARKET GUIDELINES

Dayboro District Progress Association Inc (DDPAI) operates a monthly market on the first Sunday of the month excluding January. **Market hours are from 7am to 11:30am**. The market provides an opportunity for stall holders to sell their products to Dayboro and District consumers.

GUIDELINES APPLY TO
Stall holders and DDPAI members are bound by these guidelines as determined by the organisation and council.

DAYBORO MARKET COORDINATOR
The Dayboro Market Coordinator operates the monthly market under the direction of the DDPAI committee and arranges and abides by the Council permit.

DDPAI COMMITTEE'S RESPONSIBILITY
It is the DDPAI committee's responsibility to promote and manage the activities of the market and to ensure stall holders comply with the Dayboro Market Guidelines.

STALL HOLDERS
Stall holders are obliged to follow lawful instructions and directions given by the Dayboro Market Coordinator or the DDPAI Committee and follow all local, state and federal laws that apply to holding a stall and being on council land.

Before a first-time stall holder can attend the Dayboro Market, an application (written email with what your intending to sell) must be made to the Dayboro Market Coordinator via email market@dayborodistrict.com.au The Dayboro Market Coordinator has absolute discretion to approve stall holders' eligibility to participate in the Dayboro Market.

Prior to trade at the Dayboro Market the stall holder must submit copies of Current certificate of Currency of Public and Product Liability Insurance to the value of $20 Million to the Dayboro Market Coordinator either via email market@dayborodistrict.com.au or on paper. This insurance must ensure it applies to the product you sell on the day. As Insurance varies for food products sold and/or consumed it is to be ensured you have the correct insurance. It is the Stall holder's responsibility to send the market coordinator up to date insurance and/or variations.

Stall sites are allocated via a site map. You will be given confirmation in writing as to your allocation and/or published on the DDPAI Website. Any concerns should be raised with the market coordinator as soon as possible to resolve.

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AUTHORITY OF DAYBORO MARKET COORDINATOR

The Dayboro Market Coordinator can withhold or withdraw a stall holder's invitation to participate at the market and require the stall holder to leave the Market site for any of the following reasons and the decision of the Dayboro Market Coordinator is final:

- A product for sale poses a risk to the health or safety of consumers including the sale or handing out of helium balloons.
- Activities or actions of the stall holder poses a risk to the health and safety of consumers including of having animals on site within stall holders' area of operation.
- A stall holder is selling unapproved product or product of poor quality.
- A stall holder has otherwise acted in a manner that will bring the reputation of the Market into disrepute.
- A stall holder is abusive towards customers, DDPAI members or other stall holders.
- A stall holder has not responded adequately to a complaint that has been bought to the stall holder's attention.
- A stall holder has not complied with a reasonable request made by DDPAI members.
- A stall holder has outstanding stall fees owed by the stall holder to the Market.
- Or any other lawful reason at the discretion of the Dayboro Market Coordinator

Dayboro Market Coordinator reserves the right to refuse or stop any stall holder displaying, selling, or promoting or otherwise dealing with any goods which do not, in the sole opinion of Dayboro Market Coordinator, comply with the description of displays or goods referred to in your application.

The Dayboro Market Coordinator shall have the power to stop any undue noise created by a stall holder and/or their attendants at the display, which in their opinion is an offence to the public or other stall holders. Use of amplifiers or loudspeakers by site holders is prohibited except with prior consent from Dayboro Market Coordinator. Site holders are not permitted to employ, contract or program any performer or performance without prior permission from the Dayboro Market Coordinator.

STALLS

Stall fees are $25 for a 3x3metre site, payable on the day in cash or via EFTPOS. If more space is required, then an application for a double stall site can be made. The double stall site may be allocated at the discretion of the Dayboro Market Coordinator.

All marquees, tents, umbrellas etc. must be securely fixed and not be positioned to cause obstruction or danger to any person. All temporary structures must be secured by weighted objects situated at the legs of the structure. Water is available on site. **Metal Tent Pegs are not allowed to be used as a condition of the Council Permit.**

Stall holders are to supply their own marquee, tables, chairs, and other required equipment. All equipment brought into the event is to be the full responsibility of the site holder including marquees, chairs, tables, umbrellas, and all signage.

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The stall holder is responsible for the operation of their stall, and it must be operated in accordance with the MBRC health and safety rules and any other statutory regulations.

Stall holders **must** display any signage or license as required. All food preparation must comply with MBRC guidelines. Stall holders are responsible for ensuring their compliance. The DDPAI members are not responsible for managing compliance.

Please note there are no powered sites available at the Dayboro Market except where the DDPAI has made an exception. To reduce noise levels **no generators are allowed** to be run at the Dayboro Market. Stall holders must maintain their site in a clean and sanitary manner. The stall holder must leave the site clean and take all rubbish off site.

Access to the site for stall holders is from 5am on Dayboro Market days. Stall holders are required to have their stall ready by 7am and have their stall removed by 1pm. **All Vehicles must be off the grass by 7am.** No unauthorised vehicle is allowed in the park within the Dayboro Market between 7am and 11:30am on Dayboro Market Day.

No stall holders shall park on the street in front of the Dayboro Markets to allow ample space for visitors parking. It is agreed that stall holders will sell products or provide an activity as described through stall holders' application.

RISKS RESPONSIBILITY
It is the responsibility of the DDPAI members and stall holders to work together to identify and remove any risks and to notify the Dayboro Market Coordinator of risks if they occur.

SMOKING POLICY
Smoking is not permitted at the market.

DOGS POLICY
Dogs are permitted at the market only if they are on a lead and only if they are under control.

POLITICAL POLICY
Stall holders' political material can only be distributed from within the confines of their stall site. Any persons who are non-compliant will be asked to remove this material from the market immediately.

SECURITY SERVICES
No security services are contracted for this event and total security remains the site holder's responsibility. DDPAI members shall not be held liable for the loss or damage to the site holder's property while at any site for any reason.

WEATHER POLICY
The Event will proceed in most weather conditions unless it is deemed unsafe to do so by Dayboro Market Coordinator. The Dayboro Market Coordinator will endeavor to notify site holders via email at the earliest opportunity of any cancellations due to a change in weather conditions.