



## Hobart Showground Sunday Market Handbook

### Agreement

Upon signing the Stallholder Agreement the Stallholder agrees to read and abide by the terms and conditions set out in this handbook.

### Stallholder Code of Conduct

- Bullying and or harassment toward other stallholders or RAST staff will not be tolerated at any time and will result in the stallholder agreement being terminated.
- Stallholders are not permitted to start rumours about other stallholders or the market.
- Stallholders who denigrate the market will be banned from the market.
- Stallholders are expected to resolve petty differences or grievances amongst themselves and treat each other with respect at all times.
- Gratuities to RAST staff are not permitted at any time for any reason.
- Any stallholder who keeps an unrestrained animal may be asked to leave.
- Stallholders are not permitted to harass RAST staff for discounts on stall/ sites. Stallholders who conduct themselves in this manner will have their stallholder agreement terminated.
- Stallholders are expected to treat RAST staff with respect at all times.
- No trading or selling of illegal products or goods.
- Stallholders are responsible for keeping their sites in a reasonable looking condition.
- Stallholders are responsible for the removal of their rubbish on site. Failure to do this in the correct manor will result in a cleaning fee being charged.
- Stallholders are representing the Royal Agricultural Society of Tasmania and are expected to dress in an appropriate manner. Stallholders must abide by this rule at all times. Inappropriately dressed stallholders or stallholder visitors will be asked to leave the premises.

### Sub-letting & Joint Stall Holding

- Sub-letting, sharing of sites and joint stall holding is prohibited unless a joint stallholder agreement is completed and the agreement is approved by RAST management.

### Transfer of Agreement

- This stall holder agreement is not transferable.

### Market Operating Times

Stallholders must be ready to trade by 8:00am and must not pack down their site or leave before 2:00pm, unless the market supervisor has closed the market early due to weather conditions. Permanent stallholders who close/pack down or leave their site/stall inside the market operating times may be asked to vacate their site permanently and be banned from all future Hobart Showground Sunday Markets.

## **Market Closure**

Hobart Showground Sunday Market is an all- weather market. Under no circumstances will a refund or discount be payable on site fees due to inclement weather conditions. The market supervisor has the authority to close the market early if they feel that weather conditions are dangerous.

## **Annual Leave**

Once a stallholder has been trading at the Hobart Showground Sunday Market for a continuous period of 12 months or longer they are entitled to 4 weeks annual leave from their stalls each year without making payment. Two of those weeks must be taken in October of each year during the bump out period for the Royal Hobart Show. The other two weeks can be taken at any time that is convenient to the stallholder however the stall holder must make arrangements for the stall to remain open during their absence. Annual leave is not transferrable for cash or goods.

## **Site Payment**

Cash and credit card payments can be made at the Hobart Showground Administration Building between 9am and 5pm each weekday.

Permanent stallholders are required to make full payment for their site each week at the Market Office between 7am and 8.30am either by cash or credit card. Full payment must be received before the stall holder trades on any given Market day. If full payment is not received before trade the Market Supervisor has the authority to stop the stallholder from trading.

If a permanent stallholder is unable to attend their stall/ site they must ensure that a representative for the stallholder shows up and operates their stall/site in their place. Under certain circumstances a stallholders absence will be extended but the stallholder must inform RAST in writing of the reasons why they are unable to attend.

If a permanent stallholder does not attend the market for two weeks running without notification to the RAST then RAST staff will pack down and store all of the stallholder's property and hold it on-site until all fees are paid up to date or for a period of 4 weeks whichever comes first.

If the stallholder does not make payment within the 4 week period and does not pick up their stock from the market premises or is uncontactable for any reason the stock will be sold or donated in full to a charity.

A stallholder that is absent for more than two weeks from their stall/site and has not notified RAST in writing may have their stallholder agreement terminated.

## **Casual Bookings**

All casual stallholders are required to make payment upon booking their stall/site either by credit card or by cash.

## **Casual Walk-In Payments**

Payments on the day will only be accepted by casual stallholders that decide at the last minute to have a stall/site. Under these circumstances full payment must be taken before the site is set up.

## **Tax Invoice/Receipts**

Tax invoice/receipts will be issued to the stallholder on the day of the actual market. Tax invoices/receipts will not be issued at any other time or at the end of the financial year as a bulk lot.

## **Stallholder Agreement Termination**

The stallholder agreement will be considered terminated for any of the following reasons:-

- Non- payment of stall/site.
- No-show to operate stall/site for 2 weeks in a row.
- Non-compliance with all government acts, legislation and by laws.
- Non-compliance to RAST stallholder code of conduct.
- Non- compliance with the terms and conditions set out in the stallholder handbook.

## **Access to Site**

Site access for set up or dropping stock off is on the Friday before each market between 8am and 12pm and from 6am on the morning of the market only. There will not be access at any other time unless requested in writing to RAST and RAST agrees.

## **Bump In and Bump Out (annually)**

### **Bump In**

Stallholders will be allowed to bump in to the market building on the Thursday after the conclusion of the Royal Hobart Show each year. Stallholders will only be allowed to bump in if they have a signed stallholder agreement and have been issued with a site number and have paid their stall/site fee in advance.

### **Bump Out**

All stallholders who sign the stallholder's agreement agree to bump out 2 weeks before (or a date notified to stallholders by the RAST) the Royal Hobart Show each year. This means that all stallholders' fixtures, fittings, structures, goods and rubbish that belong to them are to be removed completely from the site. If a stallholder fails to remove the above RAST will remove the items to the tip and a cleaning charge will apply.

## **Site Security**

Security of goods and products at any stall or site are entirely the responsibility of the stallholder.

## **Storage of Stallholder Goods**

- RAST does not prevent permanent stallholders from leaving their possessions in the market building, however, no responsibility or liability is accepted for this by RAST.
- Casual stallholders must completely bump out at the end of each market day (except where the market extends over more than 1 day).
- No stallholder may leave unwanted goods or rubbish at their stall or elsewhere on site.
- Rubbish (not including unsold/unwanted goods) must be placed in appropriate bins.
- All stall holders goods must be removed at annual bump out.

## **Insurance**

The RAST carries public liability insurance for its operation at the Hobart Showground. The key point to remember is, if an incident occurs, do not to admit liability until a full investigation is carried out as it will void the insurance policy. Stallholder's possessions and stall contents or fittings are not insured by RAST.

## **Stall Structures**

Stallholders must inform RAST in writing of any changes to stall structures before the event occurs. The stallholder must have written permission from RAST to add, change or remove any stall structures. Any structure erected by stall holders within the market spaces must comply with all

relevant government acts and regulations. Stallholders must not erect a tented structure without written permission from RAST. All stallholders must ensure that all structures are secured to prevent injury to members of the public and fellow stallholders. This applies regardless of weather conditions.

### **Fixtures and Fittings**

Fixing of stall holder fixtures and fittings must comply with the following:

- Secured by sufficient weights at sufficient points
- Standardised display: furniture and fixtures
- No fixing is permitted into support beams, concrete floors or walls without express written permission. Stallholders who do so without permission will be liable for any repairs that may need to be made.

Stallholders must inform RAST in writing of any changes to fixtures and fittings before the event occurs. The stallholder must have written permission from RAST to add, change or remove any fixtures and fittings. Any fixtures and fittings used by the stall holder within the market spaces must comply with all relevant government acts and regulations. All stallholders must ensure that all fixtures and fittings including umbrellas, clothes racks, tables and stock are adequately secured to prevent injury to members of the public and fellow stallholders. This applies regardless of weather conditions.

### **Confinement to Site**

Stallholders must confine their activities within the boundaries of their sites and no merchandise shall protrude into the footways or public areas. Stallholders failing to comply may be asked to leave the site.

### **Traffic Management**

Stallholders must not bring vehicles into the market area or use vehicles in the market area between 7:45am & 2:15pm. Stallholders must abide by the instructions of the market crew regarding the movement and parking of vehicles at the market, on the public roads and in areas within the immediate vicinity of the market. Whenever vehicles are within the market area the following rules must be obeyed:

- Observe all signage
- All vehicles must have their headlights activated before sunrise, after sunset and in all conditions of reduced visibility.
- Vehicles must not exceed 5 km/hr in the market area.
- Pedestrians have absolute right of way in the market area.
- Failing to comply may result in being banned from the market.
- No parking whatsoever in any area other than designated parking areas is permitted. Vehicles will be towed at the owners expense without notice.

### **Parking**

Parking is only permitted in the designated areas behind the market shed, directly opposite the market shed on the vintage machinery lawn and in the kennel car park.

No parking whatsoever is permitted on the concrete area at the front of the market shed without express written permission from RAST. Parking in this area will result in the owners

vehicle being towed at their expense or may result in the stallholder that owns the vehicle being banned from the market.

Unloading at the front of the shed is strictly limited to between 6am and 7am on market day. All vehicles that require unloading after 7am will need to move their vehicle to the rear of the market shed and complete unloading from there.

### **Animals**

No animals, other than assistance animals (e.g. guide dogs), are allowed within the market building. This rule applies equally to stallholders and the public. Stallholders must not keep, or permit to be kept, any animal on or near their stall site (other than an assistance animal). All animals on site must be properly restrained and controlled. No stallholder may keep an animal in close proximity to any food vendors.

### **Promotion and Marketing**

The RAST has a general promotional strategy for Hobart Showground Sunday Market including a promotional brochure, a website; regular advertising in local media, special marketing opportunities and one-off publications. Stallholders must receive written permission from RAST to use RAST/Hobart Showground Sunday Market branding and logos or before any form of independent advertising by stallholder(s).

### **Dispute Resolution Procedure**

In the first instance, any disputes on market day will be resolved by the Market Supervisor. The decision of the supervisor stands on that day. If a stallholder believes that decision was incorrect they may then refer the dispute or grievance to Hobart Showground administration by the way of a written letter outlining the dispute or grievance.

### **Incident Reporting**

An incident is a local event, accidental or deliberate, which results in or may result in damage or loss of property or injury to people. Any incident should be reported to a member of the market crew. Stallholders will be required to complete an incident report form upon request from the Market Supervisor.

### **Second Hand Goods**

In respect of second hand goods, the Second-hand Dealers and Pawnbrokers Act 1994, requires that:

- The RAST must require any person selling second-hand goods to produce documentary proof of identity, showing his or her correct address.
- The RAST to keep the following records: The full name and current residential address of the person selling second-hand goods.
- The date on which the person sold goods at the Market.

### **Second Hand Electrical Items**

A person must not in the course of a business sell second-hand electrical articles unless a label is attached –

- Warning that the article has not been tested to ensure that it can be safely operated.
- Certify that the article has been tested by a competent person and has been found to be safe.

## **Lost and Found**

All lost property must be taken to the Market Supervisor (RAST staff) and a lost property form completed.

## **Food Permit**

In cases where any food items are to be sold, the stallholder is required to obtain a food permit from Glenorchy City Council's Development and Environmental Services Division. Stallholders selling food items must comply with the food permit requirements. Stallholders that do not comply with the food permit requirements will be asked to stop trading and may be banned from the market. Stallholders must display a copy of the food permit on their site for the public to see.

## **Food & Beverage Products**

All stallholders who wish to sell food or beverage products must have written permission from RAST in order to do so. To promote fairness and healthy competition, it is recommended that food & beverage products be priced at a similar price to other vendors' products on-site that are the same. To encourage variety at the market, RAST will make the final decision on the food & beverage vendors that will be accepted to trade and no further correspondence will be entered into.

## **Sale of Eggs Legislation**

All stallholders who wish to sell eggs at the Sunday Market must follow the legislation outlined below.

'Commercial egg producers who are under the production threshold (producing less than 20 dozen eggs per week) will not be required to hold an accreditation or pay for annual food safety audits. However such producers will be required to register with Biosecurity Tasmania and also comply with the Egg PPP Standard, including stamping their eggs with a unique identification mark. This does not involve any annual statutory fee.'

For more information about the sale of eggs legislation type the following link into your internet browser,

<http://dpiptwe.tas.gov.au/biosecurity/product-integrity/food-safety/eggs>

## **Rotation of Food Vans**

In order to promote variety in food areas at the market all food van vendors will be on a 3-6 monthly contract at any one time.

## **Annual Stallholder Meeting**

All stallholders will be required to attend the annual stallholder meeting held each year (at a time and date to be notified). New rules and regulations, updates and general information for the coming year at the market will be discussed at this meeting.

## **Electrical Installations**

All electrical equipment connected to outlets at the Market is classed as "temporary electrical wiring". This includes supply leads and portable outlet devices. The installations must comply with the Australian Standard requirements to temporary electrical wiring. This is covered by AS/NZS 3002:2008–Electrical Installations–Shows and Carnivals–Section 4, which provides parameters for compliance of such installations. Some additional requirements may be necessary to ensure public safety and to prevent overloading of the fixed wiring infrastructure. Stallholders can purchase power in addition to their site fee, however, all electrical items (i.e. extensions and cords, power boards and all electrical devices) must comply with AS/NZS 3105: 2007 and also AS 60529 – 2004,

which includes provisions for test and tagging. Stallholders who cannot meet this requirement may not be permitted to plug into market power supply.

The size of the electrical conductors within the lead must match the applicable length as follows:

Rated Current	Conductor Size	Max. Lead Length
10amp	1.5mm	35
	2.5mm	60
	4.0mm	100
15amp	1.5m	25
	2.5m	40
	4.0mm	65
20 amp	2.5mm	30
	4.0m	50
	6.0mm	75

### Transportable Structures and Vehicles

This section applies to all registered vehicles using electrical appliances (e.g. mobile food businesses). The applicable Australian Standard is AS/NZS 3001:2008: Electrical installations – Transportable structures and vehicles. All vehicles must have a “Movable Premises - Electrical Compliance Certificate” permanently fixed to the vehicle. Certificates are issued by licensed electrical contractors. The stallholder is responsible for updating this certificate annually and keeping it updated. Leads supplying movable premises must be connected to fixed socket inlets only.

### Fire Safety

For fire safety purposes stalls are divided into three categories which each have different minimum requirement. Stallholders are welcome to maintain additional fire safety equipment appropriate to their stall. The following are minimum requirements.

The market supervisor will conduct an assessment of the risk level of each stall from time to time, in addition to checks of compliance with these requirements, including whether required fire-fighting equipment is tested and tagged. Stalls which do not meet the requirements will be required to rectify that in a manner and timeframe provided by the market supervisor or another authorised person. This may include a requirement that the stall does not operate until the requirements are met and equipment is in place.

### Low Fire Risk Sites

Sites must not have:

- A van, caravan, trailer with awnings or tented structure
- An umbrella of diameter 2.4m or larger
- Electrical power or gas (LPG)
- These sites are not required to maintain any fire- fighting equipment (extinguishers or blankets).

### Medium Fire Risk Sites

Includes sites which satisfy any of the following:

- Those which are not a low risk site and they do not cook with fats or oils
- Use a van, caravan, trailer with awnings or tented structure
- Have an umbrella of diameter 2.4m or larger
- Use electrical power or gas (LPG)
- Shallow frying etc. and/or the use of LPG for non-cooking personal use (e.g. heating) are classified as medium risk.

These sites are required to have a minimum of 1x 2kg class 2A:40B (E) dry chemical powder fire extinguisher on site at all times. This must be regularly serviced and tagged in accordance with AS 1851:2005.

### **High Fire Risk Sites**

Includes sites which satisfy any of the following:

- Are those that do any cooking on site involving fats or oils (e.g. deep frying, shallow frying etc.)

These sites are required to have a minimum of 1x 2kg class 20B (E) dry chemical powder fire extinguisher and one 1200mm x 1800mm fire blanket on site at all times. These must be regularly serviced and tagged in accordance with AS 1851:2005. In addition, at least one person from each high risk stall must have appropriate training in the use of fire extinguishers.

### **Gas Installations**

All liquid petroleum gas (LPG) storage and installation must be in accordance with the manufacturer's instructions. Installations are required to comply with the Dangerous Goods General Regulation 1998 and AS 1595:2008. Information regarding LPG can be obtained from the Workplace Standards Tasmania advisory service by telephoning 1300 366 322.

### **Emergencies**

If an evacuation of part or all of the market becomes necessary this will be controlled by the market supervisor and market crew until emergency services arrive. Please obey the directions of the market supervisor and market crew and emergency services. Be aware that the situation may change quickly.

### **What to Do in an Emergency**

If you become aware of an event which poses a risk of harm to individuals or property, please follow this procedure. Everyone working at every stall should be aware of this procedure, so please follow these steps as quickly as is safe. This is particularly true in case of fire.

- Remove yourself and others from immediate danger.
- Alert the market supervisor/crew.
- Call emergency services (000) immediately if an ambulance, the fire brigade or police are required.
- If you have called (000) tell the market supervisor/crew.
- If necessary get someone else to make the call.
- Contain the incident if it is safe to do so and you know what to do.
- Prevent others from entering the of danger area.
- Administer first aid if required and you know what to do.
- Await further instructions from the market supervisor/crew or a member of the emergency services.

- In case of evacuation move quickly by indicated paths to your nearest safety point. Provide assistance to those with poor mobility.
- Do not attempt to re-enter the market area until the all clear is given.
- You should not attempt to pack up or take your possessions when evacuating the market unless instructed to do so.
- Always follow directions by emergency services.
- Please advise the assembly warden of emergency services if others are still in danger.

# EMERGENCY EVACUATION PLAN

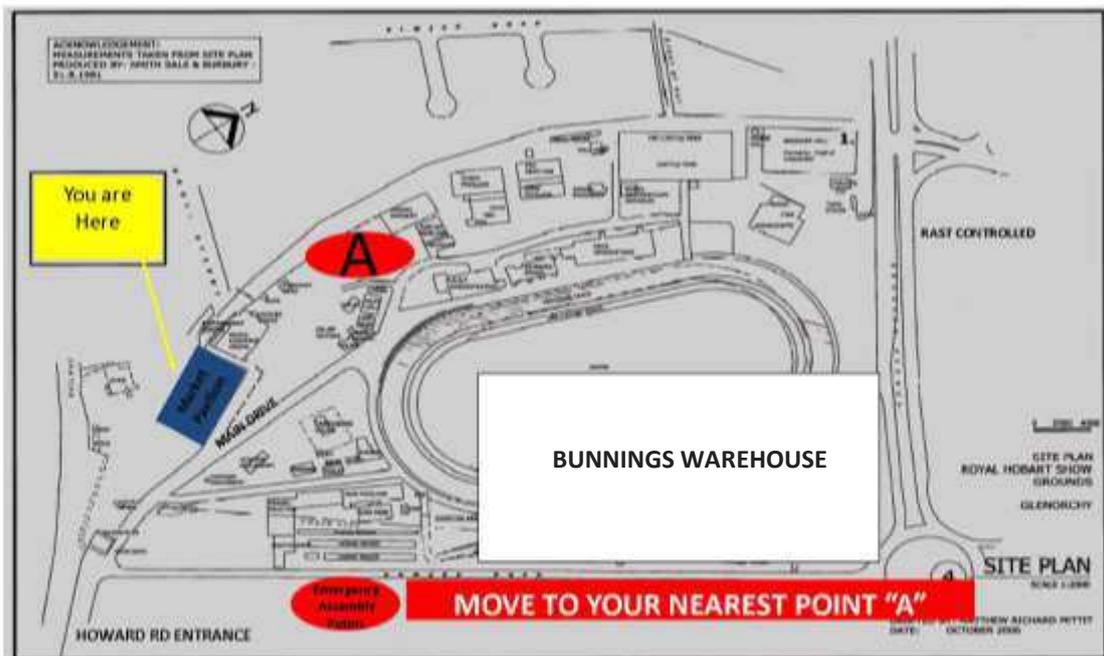
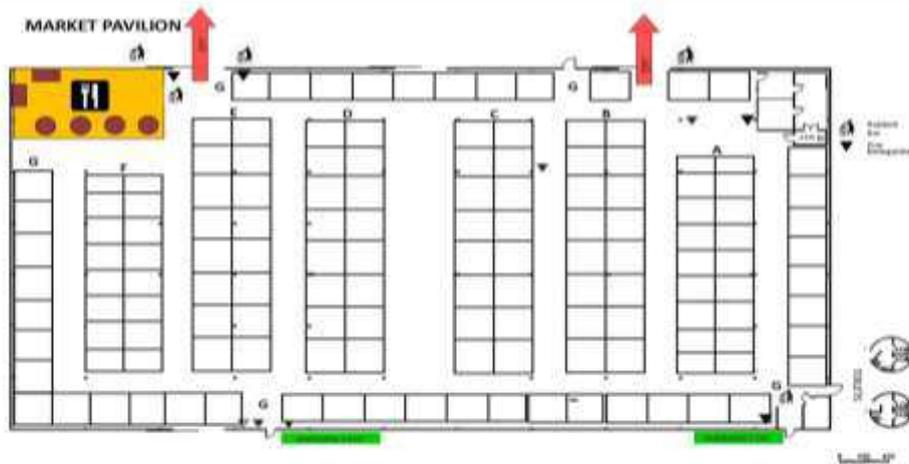
IN CASE OF EMERGENCY

EXIT THE BUILDING IN AN ORDERLY MANNER THROUGH YOUR CLOSEST EXIT.

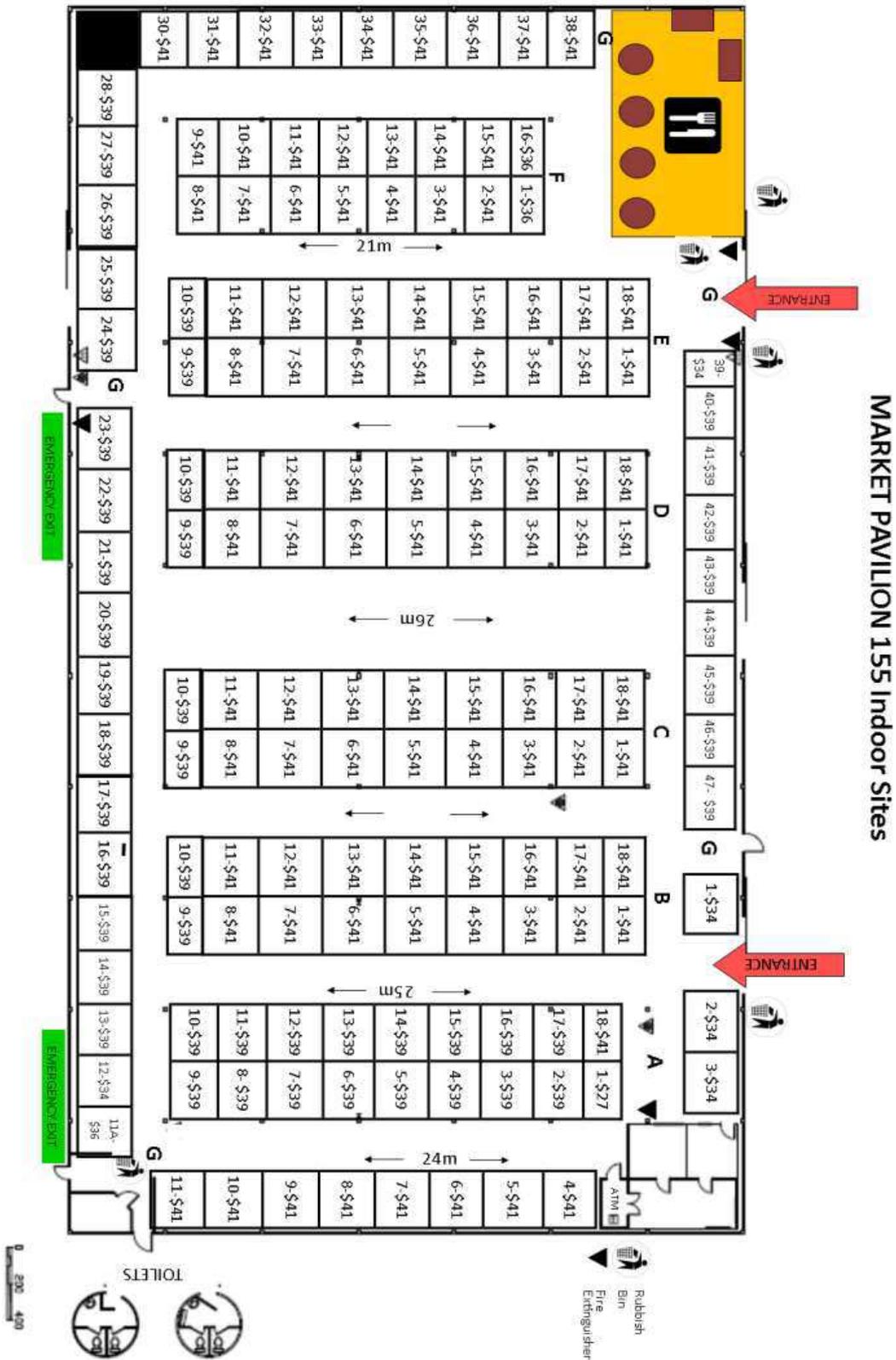
MOVE TO YOUR CLOSEST ASSEMBLY POINT AS MARKED ON MAP BELOW

LISTEN CAREFULLY FOR FURTHER INSTRUCTION

## EMERGENCY EVACUATION PLAN



# MARKET SITES NUMBERED



## **Statutory Requirements**

### **Consumer Requirements**

For details regarding the consumer law please go to the following website:  
Competition and Consumer Act 2010 (Commonwealth) including compliance with The Australian Consumer Law in Schedule 2 of that Act.

[www.consumerlaw.gov.au/.../implementing\\_acl\\_information\\_note.pdf](http://www.consumerlaw.gov.au/.../implementing_acl_information_note.pdf)

### **Electrical Standards and Requirements**

For details regarding electrical law and legislation go to the following website:

<http://www.esv.vic.gov.au/LinkClick.aspx?fileticket=ufhABwy4BHo%3D&tabid=517&mid=2156>

### **Sale of Second Hand Goods Requirements**

For details regarding the sale of second hand goods please go to the following website:  
Second-Hand Dealers and Pawnbrokers Act 1994 - Sect 12. Division 4 - Promoters of second-hand goods markets 12. Duties of promoters of second-hand goods markets.

[http://www.austlii.edu.au/au/legis/tas/consol\\_act/sdapa1994302/](http://www.austlii.edu.au/au/legis/tas/consol_act/sdapa1994302/)

### **Food Vendor Requirements**

For details regarding the Food Act please go to the following websites:  
Food Act 2003.

[http://www.dpac.tas.gov.au/\\_data/assets/pdf\\_file/0011/46793/gccenviron.pdf](http://www.dpac.tas.gov.au/_data/assets/pdf_file/0011/46793/gccenviron.pdf)

[http://www.thelaw.tas.gov.au/tocview/index.w3p;cond=;doc\\_id=8%2B%2B2003%2BAT%40EN%2B20140706000000;histon=;prompt=;rec=;term=](http://www.thelaw.tas.gov.au/tocview/index.w3p;cond=;doc_id=8%2B%2B2003%2BAT%40EN%2B20140706000000;histon=;prompt=;rec=;term=)

[http://www.gcc.tas.gov.au/content/Food\\_Business\\_Information.GCC?ActiveID=1240](http://www.gcc.tas.gov.au/content/Food_Business_Information.GCC?ActiveID=1240)

### **Sale of Eggs in Tasmania**

<http://dpiptwe.tas.gov.au/biosecurity/product-integrity/food-safety/eggs>

### **Tented and Weighted Structures Requirements**

For details regarding temporary structures please contact the Hire and Rental Industry Association on 1800 01 5166 or visit their website <http://www.hireandrental.com.au>.

[http://www.hobartshowground.com.au/show/docs/exhibitors/2014\\_hria\\_weighting\\_code\\_information.pdf.pdf](http://www.hobartshowground.com.au/show/docs/exhibitors/2014_hria_weighting_code_information.pdf.pdf)