

Rotary Club of Wonthaggi Community and Farmers Market Apex Park Murray Street Wonthaggi

After an extensive review of our Market procedures the following conditions and rules will apply.

1. The Rotary Club of Wonthaggi will decide the suitability of Apex Park prior to conducting each market. If conditions are considered unsuitable then that market will be cancelled.
2. The Rotary Club Chief Marshall will allocate all sites for all stallholders in advance.
3. Laneways and aisles will be as per the published plan, if alterations are required, they must be approved by the Rotary Club Chief Marshall
4. Marshalls will inspect sites during markets, any adjustments for safety reasons they suggest must be adhered to. **Also, under Victorian Government rules all store holders must provide hand sanitizer at each stall.**
5. Stallholders must inspect and eliminate any possible risks on their sites.
6. All tents and tarpaulins must be securely anchored.
7. Tables and goods stacked on the tables must be stable and secure. All items for sale must not in any way contravene any legal, legislative, regulatory or copy write requirements within the State of Victoria.
8. Allocated stalls to be on site by 7.30am unless previously arranged. Stallholders can only set up their stall/s on market days.
9. All stallholders must register their current name and address [or company name and address] within the Rotary Stall Manager System, along with their insurance preference.
10. All Stallholders must have a current suitable Market Stallholders Public and Products Liability Insurance cover with a reputable Insurance company which covers all of their particular stall/s. This policy should adequately cover them to pay damages and costs arising from property damage or personal injury occurring during the period of insurance as a result of their activities. The market organisers must register the stallholders site and insurance details.
 - a. Alternatively the market organisers can arrange insurance cover for the stallholders with insurance company One Underwriting Pty Ltd Level 50 80 Collins Street Melbourne Vic 3000 for a cost of \$10.00 per stall per market to be paid at the point of registration. [see appendix 1 page 2] This is in addition to the normal market site fee charges.
 - b. It should be noted that the One Underwriting policy does not cover Second hand mechanical goods, Electrical goods and toys, Medicines, Potions, Oils, Fragrances, Soaps and Beauty products, Massages, Therapies, or treatments provided by stallholders. Hazardous flammable or dangerous goods are not covered. Joy rides are also not covered.
 - c. Oils, fragrances, soaps and beauty products will be covered if predominantly existing of natural ingredients. This insurance is required to protect the Park Owners the Stallholders and the Rotary Club of Wonthaggi from any incident claims occurring at each market.
11. All gas and electrical appliances must have a certificate of compliance.

12. All stalls must carry suitable and adequate fire prevention equipment. (as relevant to equipment / goods at their stall).

13. All incidents must be reported to the Marshall Team who will then investigate the incident and then complete an incident report form.

14. All sites must be left in a neat and tidy condition after each market.

15. If a stallholder chooses not to comply with these market procedures and conditions, they cannot operate their stall at this Rotary Market.

16. Smoking is banned in outdoor public areas that are within 10 metres of a food stall or food vendor and at this Rotary Market. Food stalls must display a non-smoking sign at their stall.

Site fees for individual markets;

1. \$25.00 3 meters by 3 metres (Stalls holders should note that car access is not permitted for these sites.)

2. 6 meters by 5 metres \$45.00 (Stall Holder should note that this size is inclusive of your vehicle. Should your vehicle not fit within this space you will be required to purchase 2 sites)

3. Farmers Markets sites are 6 meters by 5 meters \$45.00 (Stall Holders should note that you meet the eligibility requirement of the farmers market site.

4. Rotary insurance per site cover \$10.00 (Note this is made up of \$6.00 for insurance and \$4.00 administration fee.

- All individual site fees will be at the discretion of the market organisers. The market organisers can exclude the parking of cars or vehicles on Apex Park during a particular market to allow for a greater number of stalls to be in attendance. This is of course for the benefit of all stallholders. The market organisers can determine the size of each individual stall site and adjust it accordingly.
- The market operating hours are, set up 6-00am-7.00am, stalls operating 7.30am – 1.30pm, offsite by 2pm. If a stallholder chooses to exit a market early, he/she must notify the Marshall team so they can assist them with the vehicle exiting the site.
- The cancellation of any market will be notified via the local press, the Apex Park market notice board or the Rotary Club of Wonthaggi web site and facebook page.
- If a stallholder chooses not to give their proper details or participate in the insurance options or comply with these market procedures and conditions, they cannot operate their stall/s at this market.
- The market organisers reserve the right to exclude any stallholder for inappropriate conduct or misbehaviour on market days.
- The Rotary Club of Wonthaggi conducts this monthly market for the benefit of the Stallholders, the General Public, the Bass Coast Community and the Rotary Organisation.

Farmers Market eligibility

To be eligible to hold a stall with the Rotary Club of Wonthaggi Farmers Market you should fall under one of the below categories

1. Primary food products

A primary food product for human consumption sold in its raw form that has not been processed or manufactured in any way, other than packaged.

2. Seafood, game and foraged foods

Seafood (salt or freshwater), game or foraged food that has been caught, hunted or gathered.

3. Value-Added Foods

Whereby the raw / fresh food / ingredient for human consumption is modified by means of a cooking or related process eg: brining, fermenting, marinating, smoking, drying, that process undertaken by the specialty producer.

4. Specialty food products

Made from primary farm origin produce, which has been cooked, processed, combined or substantially altered from the raw ingredient, to which additional food ingredients may have been added to create a new value-added specialty food for human consumption.

5. Regional Produce

Local and regional produce grown, reared or value-added within state boundaries. Refer to [VFMA Accreditation](#) for VIC criteria.

6. Garden Inputs

Products derived from an entire production life cycle that takes place on the producer's property or other properties to which the producer has access. ie. worm farms and their associated by-products, fertilisers such as chook manure, pea straw and lucerne.

Rotary Club of Wonthaggi Appendix 1

1. Summary of Stallholders Public and Products Liability Insurance Insured: Stallholders at Rotary organised Markets as declared to insurers. Insurer: Market form Syndicate 2468 Lloyds of London. Limit of Indemnity: \$10,000,000.00 per occurrence and in the aggregate for Products Liability. Deductable: \$500.00 each claim or series of claims arising from the one originating clause inclusive of costs. Premium: \$6.00 per stallholder per market inclusive of statutory charges and GST Policy Wording: Market form Combined Liability Policy wording from www.stallinsure.com.au

2. Note: Certain products are not covered under the policy.

These are Second Hand mechanical goods, electrical goods and toys are not covered. [new mechanical / electrical goods and toys will be covered]. Medicines, potions, oils, fragrances, soaps and beauty products are not covered. [but oils fragrances, soaps and beauty products will be covered if predominantly consisting of natural ingredients]. Massage, Manipulation, Chiropractics or similar are not covered. Hazardous, Flammable or dangerous goods are not covered. Joy rides are also not covered. There is no cover for Massage Therapies provided by Stallholders. Any queries in relation to the policy should be directed to One Underwriting Pty Ltd Level 50, 80 Collins Street Melbourne Victoria 3000