



**Maldon
Neighbourhood
Centre Inc**
Friendship & Learning

GUIDELINES FOR STALLHOLDERS AT THE MALDON MARKET

BACKGROUND

The Maldon Neighbourhood Centre (MNC) aims for the Maldon Market to provide a genuine service, social activity and pride of place for local residents. As well as supporting producers and makers in our region.

STRUCTURE

The Maldon Market is run as a program of the Maldon Neighbourhood Centre (MNC). A Working Group made up of interested locals and stallholders runs the market in a voluntary capacity alongside a paid Market Co-ordinator. The Market Co-ordinator and Working Group report to the Maldon Neighbourhood Centre Coordinator. All proceeds from the Maldon Market will be reinvested back into the market and the local community as determined by the MNC.

MARKET GUIDELINES

All stall holders must be familiar with the market guidelines and will need to indicate on their application that they have read and understood the Maldon Market guidelines.

The Market Working Group and Market Co-ordinator reserves the right to make a final decision on the number, variety, cost and location of stalls. The Working Group and Market Co-ordinator also reserves the right to withdraw invitation to any stallholder who does not comply with the stated guidelines or causes unnecessary conflict within the market.

If Market Guidelines are breached by a Stallholder, they will be given a verbal warning. If the breach continues, they will be given a written warning and if the breach is still not addressed, will be dismissed from the market.

OPERATING HOURS & SITE ACCESS

The Maldon Market is held on the second Sunday of every month, from 9am to 1.30pm.

Access to the site is allowed from 7.00am. Stallholders must arrive by 8.30am and no vehicle movement will be allowed between 9am and 1.30pm. This rule must be adhered to for the safety of market patrons.

All stall holders must vacate the market no later than 90mins after closing time.

Maldon Neighbourhood Centre
Learn Local Provider
Cnr Church & Edwards Sts
Maldon Vic 3463
www.maldonnc.org.au

T 03 5475 2093
E: info@maldonnc.org.au
Open: Mon, Tues, Thurs, Fri, 9am – 3pm
ABN: 14 525 618 327
A0008364F





**Maldon
Neighbourhood
Centre Inc**
Friendship & Learning

LOCATION

The Maldon Market is located at Fountain Street, Maldon and within the Maldon Shire Gardens.

MARKET SITES

Stall sites have a 3 metre frontage, and are suitable for a trestle table and shelter. Vehicle access during market hours is only permitted if indicated on your application.

ON YOUR ARRIVAL

Please make your way to the site indicated on the Site Map provided by the Market Coordinator. The Market Coordinator is on-site from 7am.

WEATHER CONTINGENCY

The Maldon Market operates in all weather conditions. Stallholders should provide their own weatherproof covering or shade depending on the season. If you have a gazebo or tent, please ensure that you have weights to anchor it down in gusty winds.

Should you be uncomfortable trading in occasional adverse conditions such as wind, heat or rain, or if your products could be affected, then we suggest that perhaps this market is not suitable for you. Stallholders who do not arrive to trade because of self-assessment of weather conditions, on a day when the markets are operated by management (i.e. not cancelled) must still pay their stall fees.

EXTREME WEATHER

The Maldon Market does not operate on days declared "Code Red" fire danger rating by the CFA.

On Code Red days the Maldon Market will not operate.

On days declared "Extreme" by the CFA, if there are fires within 30km of Fountain St, Maldon, the market will not operate. Stallholders will be notified at 7am on market day by mobile phone text message if the market is to be cancelled because of Extreme fire conditions.

The market will operate on days declared by the CFA as Total Fire Ban, but stalls who will be cooking may need a permit from the CFA to operate.

Maldon Neighbourhood Centre
Learn Local Provider
Cnr Church & Edwards Sts
Maldon Vic 3463
www.maldonnc.org.au

T 03 5475 2093
E: info@maldonnc.org.au
Open: Mon, Tues, Thurs, Fri, 9am – 3pm
ABN: 14 525 618 327
A0008364F





**Maldon
Neighbourhood
Centre Inc**
Friendship & Learning

SITE FEES

All 3m x 3m stall sites fees are payable **prior** to market day. The fee is \$35 per market or \$45 per market for Ready-to-eat Food vendors as of 1 July 2015.

Site fees are per market. Fees are to be paid in advance as confirmation of a booked stall.

Fees will not be refunded unless you give a minimum of seven days notice to Market Co-ordinator if you cannot attend the market.

POWER

There are limited powered sites available at the Maldon Market. If you need to cook produce, you should bring your own gas cooking equipment but you must still make arrangements with us so we can assess safety and space requirements.

Note that, if you are selling from a refrigerated van or trailer, or if you require access to electricity, you will need to provide these things. Limited power is available in Fountain Street by prior arrangement only.

STANDARDS

Stallholders are expected to maintain high standards of honesty and integrity and to conduct themselves in a courteous, business-like way. Most importantly, we ask that you have fun!

Please note that stalls cannot be on-sold or transferred to another user. It is expected that traders provide clear pricing of produce and products for market visitors and that scales are accurately weighted at every market.

Quality

Stallholders must adhere to all relevant regulations and present their food products to a high standard. Any infringements of regulations (e.g. hygiene, health and safety, consumer protection) will normally lead to future stall holder applications being cancelled.

DISPUTES

All disputes on the day of the market will be mediated by the Market Co-ordinator on duty. Any disputes regarding stallholder selection criteria, operational guidelines or site issues should be issued in writing to the Market Working Group for deliberation. The decision of Market Coordinator on duty or the Market Working Group is final and discussion will not be entered into.

Maldon Neighbourhood Centre
Learn Local Provider
Cnr Church & Edwards Sts
Maldon Vic 3463
www.maldonnc.org.au

T 03 5475 2093
E: info@maldonnc.org.au
Open: Mon, Tues, Thurs, Fri, 9am – 3pm
ABN: 14 525 618 327
A0008364F





**Maldon
Neighbourhood
Centre Inc**
Friendship & Learning

INSURANCE

Stall holders must have their own product, business and personal liability insurance. A copy of the certificate of currency is to be submitted with your application.

ADDITIONAL PERMITS AND LICENSES

Food

Under the Food Act 1984, a state-wide, single registration enables food stall, mobile food premises and food vending machines to operate anywhere in Victoria. These food businesses must be registered (as a food stall, mobile food premises or vending machine) in the municipality in which they are used or garaged. Class 4 food businesses which are exempt from registration are still required to notify councils of their intent to trade. For more information, go to:

https://streatrader.health.vic.gov.au/Resources/Helpdocuments/about_streatrader.htm

A copy of your permit must accompany your application.

Food Handling

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.

All pre-packaged food must be wrapped and appropriately labelled with ingredients.

Alcohol

Anyone selling alcoholic beverages must obtain the appropriate license from Liquor Licensing Victoria at the stall holder's expense. Information on liquor licenses may be found at www.liquor.vic.gov.au. A copy of your license must accompany your application.

Pets

Dogs are only permitted within the market areas if appropriately restrained on a leash. Owner onus applies in relation to cleaning up after dogs.

Rubbish

Stallholders must not leave any rubbish, produce and/or goods in the market area. Please take all rubbish with you at the conclusion of the market. Rubbish bins will be provided for market visitors only.

Maldon Neighbourhood Centre
Learn Local Provider
Cnr Church & Edwards Sts
Maldon Vic 3463
www.maldonnc.org.au

T 03 5475 2093
E: info@maldonnc.org.au
Open: Mon, Tues, Thurs, Fri, 9am – 3pm
ABN: 14 525 618 327
A0008364F





**Maldon
Neighbourhood
Centre Inc**

Friendship & Learning

The Maldon Market is plastic bag free: stallholders are asked not bring or supply new plastic bags (including the bio-bag variety) to customers unless for food regulation requirements.

Food vendors must provide a plastic bin for their customers within their stall area and are responsible for removal of their litter from the market.

Smoking

No Smoking is permitted in the Market Area.

Liability

The Market operators, its servants and/or agents are not liable for any loss or damage to any person or their property from whatever cause.

Maldon Neighbourhood Centre
Learn Local Provider
Cnr Church & Edwards Sts
Maldon Vic 3463
www.maldonnc.org.au

T 03 5475 2093
E: info@maldonnc.org.au
Open: Mon, Tues, Thurs, Fri, 9am – 3pm
ABN: 14 525 618 327
A0008364F

