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## Market Venue

The Riverbank Markets Yass is held at the Riverbank Park, 15 Comur St, Yass.

## Market Contacts

Lunala Pty Ltd trading as Riverbank Markets.

Stallholder information page - <https://riverbankmarkets.com.au/stallholder-info/>

Website - <https://riverbankmarkets.com.au/>

Facebook – <https://www.facebook.com/RiverbankMarkets>

Instagram – <https://www.instagram.com/riverbankmarkets/>

Email – [info@riverbankmarkets.com.au](mailto:info@riverbankmarkets.com.au)

On the day of the markets, the market manager and market coordinator are available at the Farmhouse Pet Treats stand.



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### Market Fees

Stall Fees (including GST) as at Feb 2021

- 4m x 4m ground area \$25.00
- Each extension of equivalent size \$15.00
- For example, two 4m x 4m areas is \$40.

If you do not have your own public and product liability insurance, we have a limited number of day insurance covers at \$15.00.

Power is charged separately depending on usage requirements.

- 10amp \$10.00
- 15amp \$15.00
- 32amp 3-phase \$32.00

Fees may be paid by direct deposit, paypal, or cash/card on market day. For direct deposit the details are:

Account Name: Lunala Pty Ltd  
BSB: 062692  
Account number: 39101219

Requirements for paying by EFT as follows:

- Payments to be made by COB Wednesday prior to market at the latest
- Identify stall name in Description
- Email EFT receipt to [info@riverbankmarkets.com.au](mailto:info@riverbankmarkets.com.au)
- Receipts will be emailed for all EFT payments.

You may also pay via PayPal (to [info@riverbankmarkets.com.au](mailto:info@riverbankmarkets.com.au)), or on the morning before setup with cash or credit card.

### Joining us

Becoming a stallholder at Riverbank Markets Yass

Stallholders must be approved (once) to attend, and may do so by completing the Stallholder Application form on the stallholder info page - <https://riverbankmarkets.com.au/stallholder-info/>

Your application form must be received by Riverbank Markets by close of business on the 15<sup>th</sup> of each month before your first attendance at the market. If the form is not received by this time you may find that your requirements for site location, access, shelter or power cannot not be met on the day.

All applications are assessed by Riverbank Markets taking into account the size of the market, the quality of the offered goods and the type, range and variety of existing stallholder products. New stallholders may be interviewed by the committee to ensure they meet the requirements for the type of stall proposed.

To ensure a suitable balance of diversity for customers and market share for vendors, products and stall types will be limited at the discretion of Riverbank Markets.



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### Products and Services Sought for the Riverbank Markets

The Riverbank Markets aim to maintain a high quality of goods offered for sale at the market and encourages the following types of products and services from local residents, producers and businesses:

- produce that is farmed, grown, cooked or made locally,
- fresh and packaged food items,
- fine art and craft,
- antiques,
- homewares,
- live animals and their products,
- plants,
- jewellery,
- second-hand goods,
- charity fundraiser sausage sizzles, and
- other goods of a similar nature as determined by Riverbank Markets.

Examples of the stalls that Riverbank Markets has endorsed for regular attendance are as follows:

- bread, fruit, vegetables, eggs, beef, wine, jams, chutney, honey, chillies, and tea
- breads, rolls, savoury pastries, cakes and sweets
- native plants, garden plants, fruit trees, succulents and shrubs
- live animals (alpacas, chickens and sheep) and their products
- pottery, hand sewn quilts, cushions, handmade bags, horseshoe art,
- rustic metal and woodwork, garden ornaments and furniture,
- second-hand book stall,
- home garden produce,
- Information stalls.

### Products and Services Not Sought For the markets

Riverbank Markets emphasise the community nature of our market and the opportunity it provides for local and regional suppliers of goods and services, hobby farmers, community and home gardeners, associated artisan producers and local community groups.

In keeping with this, Riverbank Markets discourage products or services of the following types:

- new product that has no value added to them by stallholders or local suppliers,
- products sourced from another State or overseas and sold as is,
- commercial franchise products that clearly conflicts with products on offer by local businesses and the spirit of the market as outlined in the charter, and
- the on-selling of third party products, unless those products do not compete with existing stallholders.

These products may be allowed at the discretion of Riverbank Markets with consideration given to the range of products already available at the market.

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## Market Bookings

**Regular/monthly bookings** are automatically assigned a site. To maintain this status a stallholder must not miss more than two consecutive markets without prior approval. If two consecutive markets are missed without alerting us, that stallholder will be changed to 'casual'.

Regular stallholders will receive an email three weeks prior to the market stating they are booked in, and asking them to let us know if they are not attending. Non-attendance without notice or non-payment of fees may result in being reclassified as a casual booking.

Regular stallholders will be allocated sites towards the 'front' of the markets and will retain their site for future markets unless a change is requested by the stallholder or market management.

**Casual bookings** are assigned a site after all regular stallholders are allocated and will be given a site on a first-in first-served basis. A site is not assured.

Casual stallholders will receive an email three weeks prior to the market stating they are not booked and asking them to confirm if they intend to attend.

Confirmation email with payment details will be sent two Fridays prior to the markets.

## Site allocations

Where a productive and harmonious relationship exists, stallholders can expect automatic approval for their attendance subject to site availability.

If there has been recent or chronic friction, stallholders should await a specific approval for attendance to avoid disappointment on the day.

Where stallholders make bookings as requested, Riverbank Markets undertakes to ensure that known stallholder requirements for location, access, power, and shelter are maximised, given the overall set of requirements from all stallholders.

## Stallholder Cancellation

Bookings can be cancelled without detriment up to 4PM on the Wednesday prior to the market.

Cancellations after this time or no-shows without cancellation result in an administrative overhead for the Markets for the resultant market and may result in vendor requirements not being fully satisfied in subsequent markets.

## Stall Assignment

The location of all stalls is at the direction of the market staff. This will take into account the layout of the grounds and vendor's requirements for space, shelter, power, and access, when the attendance of the vendor is notified as per Bookings above. General principles applying to stall assignment are:

- Stall spaces will be pre-assigned for each market to keep an organised look and feel to the market layout.
- Established stallholders will be given first priority such that they, and the attending public, can expect the same location for each market.
- Where there are overlapping requirements between stallholders, preference will be accorded on a first booked, first served basis.

In general, a new stall assignment (layout) plan will be generated for each market. Riverbank Markets reserves the right at any time to alter the size, shape and position of layout plans as may be necessary for the best interests, risk management and legal requirements of the market.

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## Market Times and access

Times for the Riverbank Markets Yass are **10am to 2pm each fourth Sunday of the month.**

Please note the market is always on rain, hail or shine – although an ‘plan B’ alternate venue may be sought if weather conditions dictate.

## Stall Timing

Stall holder access to the site is **from 8:00am**. Any site occupied before that time may be moved if it contradicts the intent of that day’s layout plan.

You must check in with the market staff upon arrival and before setting up your site.

Stalls cannot be dismantled before 2:00pm, unless the vendors goods are sold out, or unforeseen exceptional events occur. In either case, contact Riverbank Markets staff for endorsement and assistance.

## Vehicle access

Stallholders may bring their vehicles to their allocated stall position in order to unload and set up their stalls prior to the market, and to pack away their stalls after the market.

All vehicles except those with a specific exemption granted by the Riverbank Markets Yass Committee should be parked in the designated exhibitor parking area before 09:40am.

All Stallholders must take great care with their vehicles while driving, unloading and reloading equipment and produce around the market to avoid creating a hazard to pedestrians.

The use of hazard lights is required for all moving vehicles.

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## Market rules

To be part of Riverbank Markets, stallholders must read and agree to the market rules as outlined below.

### Requirements of Stallholders

Stallholders attending the Riverbank Markets Yass are required to:

- Abide by the legal and insurance requirements listed below.
- If selling food products abide by the requirements of the Food Authority NSW and Yass Valley Council
- Maintain the quality of their site and produce in accordance with the quality requirements listed below.
- Apply for and be accepted by Riverbank Markets before first attendance, as described above.
- Book for each attendance as described above.
- Abide by directions from Riverbank Markets staff before or during a market, as described below.

### Stallholder Legal Requirements

Stall holders must:

- Comply with appropriate labelling regulations.
- Acquire any necessary licenses (e.g., for food sales the Food Standards Code and the Food Act 2003 (NSW), wine sales, etc.) or permits for selling or producing their products.
- Give copies of these licenses to Riverbank Markets with the market application prior to selling at the Markets.
- Weigh all measurable goods on site on certified scales as required under the Weights & Measures act.

Stallholders should:

- Have a sign displaying their business name whilst trading at the markets.
- Advise changes to their licensing requirements to the Market Staff prior to a subsequent market.

### Stallholder Insurance Requirements

Stallholders shall:

- Accept all liability arising from their operations, equipment, and personnel, including the actions of their deliverer, employees or agents at the Site during the Riverbank Markets (including setting up and removing their equipment and operation).
- Be responsible for their own insurance against any loss or damage occurring at the Site, including consequential losses through being unable to fully operate, regardless of the cause.
- Indemnify Yass Valley Council, Lunala Pty Ltd, and Riverbank Markets and its personnel from and against all claims, demands, remedies, suits, injuries, damage, losses, costs (including its full legal costs), liabilities, actions, claims for compensation and the like for which Council, Lunala, and/or Riverbank Markets and its personnel may become liable in conjunction with injury, damage or accidental death through the neglect or default of the Stallholder or of any other person in connection with their use of the Site and its facilities.
- Have effective for the period of any market they participate in as a vendor the following policies indemnifying the Council, Lunala Pty Ltd, Riverbank Markets and their personnel:
  - a Public Liability Insurance policy for not less than ten million dollars (\$10,000,000), and
  - a Product Liability insurance policy for not less than ten million dollars (\$10,000,000).
  - Provide a copy of valid certificates of currency of these insurance policies.

Day insurance is available for a limited number of stalls.

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Stallholders shall not set up or trade without current insurance cover.

Stallholder selling food products (including charities and mobile food vendors)

Businesses that sell food at temporary events such as fairs, festival, markets and shows are considered retail food businesses as they sell food to the public and need to meet a range of requirements.

The Food Act 2003 requires all food handling businesses in NSW to “notify” their details to the NSW Food Authority. This is also a requirement for persons running food stalls at temporary events like markets. The full requirements can be found at <http://www.foodauthority.nsw.gov.au/retail/markets-and-temporary-events>

You also need to notify the local council of your business and food activity details. You can contact Yass Council on 6226 1477 or notify the Council via the form 187 on the Yass Council website <https://www.yassvalley.nsw.gov.au/forms>.

The details of Council's food safety requirements can be found at <https://www.yassvalley.nsw.gov.au/our-services/public-health-and-safety/food-business-and-inspections/>

Charities selling food. The Food Act 2003 (NSW) and Food Standards Code apply to all food businesses including those selling food for charity or community purposes. It is always an offence to sell food that is unsafe or unsuitable. Charities and community groups are exempt from some requirements, for example, notification of food business is not required if food sold is not potentially hazardous (e.g. scones) or is to be consumed immediately after thorough cooking (e.g. sausage sizzle).

For full details please search "temporary events guidelines" on the Food Authority website.

Mobile food vendors are considered retail food businesses as they sell food to the public and need to comply with a range of requirements. Please refer to the requirements for mobile food vendors on the NSW Food Authority website at <http://www.foodauthority.nsw.gov.au/retail/mobile-food-vendors>

Mobile food vending vehicles may need to appoint a Food Safety Supervisor (FSS) if the food they prepare and serve is:

- ready-to-eat
- potentially hazardous i.e. needs temperature control
- is not sold and served in the supplier's original package.

## Stallholder Quality Requirements

Stallholders are expected to:

- Maintain a high standard of freshness and quality in their produce and merchandise.
- Maintain a clean and tidy site area at all times.
- Remove rubbish or leftovers from their allotted stall space at the conclusion of the market.
  - Note that there are limited rubbish bins on site and stallholders should have their own means of removing rubbish.
- The market committee staff will ensure that the common areas outside stalls are tidied, and stallholder cooperation to that end would be appreciated.
- Have their stall properly staffed by a competent person during operating hours.
  - If exceptional circumstances occur such that a stall cannot remain manned, contact a committee member for assistance.

## Expectations of Riverbank Markets Stallholders

The Riverbank Markets reserve the right to monitor product quality during a market to ensure that quality and product profile requirements are being met.

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Stallholders are required to inform the Riverbank Markets Yass Committee in writing of any change or addition to their product profile. Changes will be assessed on the extent to which they are compatible with intent of the charter and market share profiles.

A failure on the part of a stallholder to:

- maintain a tidy stall environment,
- maintain the quality of their produce or merchandise,
- maintain the approved product profile,
- maintain the family friendly atmosphere of the market,
- comply with committee directions about operation of their stall, or
- not show without a cancellation;

will make the stallholder subject to adverse consideration by the Riverbank Markets, ranging from impacts on future stall availability through to immediate expulsion.

### Stallholder Compliance with Directions

The Stallholder agrees that they will comply with any reasonable request from Riverbank Markets, including but not limited to:

- Locating their site in accordance with the layout plan for that market
  - Note that in order to maximise the satisfaction of all stallholders requirements, site location may vary from market to market.
- Ceasing the sale of their goods where the Market Manager considers:
  - The goods are not of an acceptable standard under the ANZFA food safety regulations.
  - The site is unsafe.
  - The goods are not compliant with the scope of goods agreed by the committee
- Rectifying any site issue as directed to maintain public safety, site cleanliness and Council requirements.

### Stallholder Behaviour

Riverbank Markets desires a culture of support and cooperation between stall holders because such a culture contributes to a friendly ambience for the market as a whole.

Inappropriate language, behaviour, music or lighting, profanity, noise or other harassment or abuse by a vendor or participant toward another vendor, participant, committee member, market volunteer or customer of the Market is grounds for immediate and permanent expulsion from the Market.

### Sanctions

A failure on the part of a stallholder to comply with the requirements above will require Riverbank Markets to consider its relationship with the stallholder, with effects ranging across the following spectrum:

- Requiring the stallholder to relocate to a different site within a current market.
- Assigning a lower priority for the stallholder's requirements for access, shelter, power, product range and/or location for an upcoming market.
- Requiring the stall holder to immediately leave a current market.
- Withholding of approval for the stallholder to attend subsequent markets.

### Animal Welfare

The Riverbank Markets Yass committee expects any stallholder selling or displaying animals to adhere to the NSW Department of Primary Industries' [Animal Welfare Code - Animals in Pet Shops](#) and reserves the right to monitor any such stall to ensure those requirements are met. The definition of 'Pet Shops' also refers to 'markets'. The link provides a direct download to [the pdf document](#).

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Here is the link to our [Animal Welfare policy](#) in full

### Stallholder Grievances

Any grievance on the part of one stallholder regarding the behaviour or produce of another stallholder should not be directed to the other stallholder directly during the market but should instead be reported to Riverbank Markets.

The Market Manager or coordinator will advise an interim solution for the duration of the current market, allowing the issue to be addressed to the extent necessary before the next market.