



Manly Creative Market

Little Bayside Park, The Esplanade, Manly

Every Sunday 8am til 2pm

Will YOU be our newest stallholder?

Please, make sure you READ ALL! But these are the key points:

- Open EVERY Sunday (almost!) 8 til 2
- \$45 per standard space (minimum 3x3 metres) - you need to have everything, we do not supply shelters or tables
- There are NO forms or applications to fill out
- NO booking, just turn up AT 630am - a site is guaranteed for you (BUT, read on!)
- Read about plants and second-hand goods. NO flea market goods!
- There is NO VACANCY for any type of ready to eat food and/or beverage!
- NO parking on site, but plenty available close in the dedicated stallholder parking areas!
- Power is VERY limited - you must have a COMPELLING need!
- NO litter or rubbish
- EVERY stall must have hand sanitiser for both customers and themselves!



The Market operates EVERY SUNDAY (except when Christmas Day is on a Sunday!) from 8am til 2pm, as an alternative retail outlet for local and regional creative talent, and is definitely NOT a flea market. We will accept any craft, product or activity, provided it is imbued with YOUR unique creative or entrepreneurial efforts.

No plants, food, or second-hand goods are permitted unless you have our express pre-arranged approval (there are other "Notes" at the end of this introduction explaining about these restrictions). Collectibles are permissible. Vintage or designer clothing is acceptable; but this does not mean you can use the Market as a means of thinning out your wardrobe!

At this stage, there is NO opening for take-away OR ready-to-eat food & beverages - we operate as part of the whole Manly Harbour Village precinct, and there are a lot of other

outlets apart from the Market! Packaged food, snacks and confectionery, sauces, jams, culinary supplies and the like are OK, but must still comply with the conditions.

Provided you meet these simple requirements, you are guaranteed a site (at \$45/day per standard 3x3 metre space for casuals; less for permanents) to operate at the Market. Unless you have offensive or illegal products, you WILL be given a site your first time! However, if a clash arises on that first day, we reserve a right of veto for the future over any or all goods in the interests of existing operators and the public. If you have the chance, you should visit the Market beforehand to ensure your product is really unique - duplication is neither encouraged nor welcome; diversity is.

We give you enough room to operate your stall - the stalls are not bunched tightly like other places - if you need a bit more room, just ask. Many spaces have room behind for expansion. However, we cannot guarantee multiple spaces when we are busy; and you may be asked to compress your stall.



We do NOT take bookings. As a casual, arrive at 6:30am, go to the Market office (ask a stallholder for directions, and please don't go looking for the manager - he will know where to find you!), and please WAIT there for attendance! (Really Important Rule #1).

And when first arriving; don't drive into the Park; do NOT park right next to the Market (Really Important Rule #2) - other stallholders will be trying to get in to unload – park across the road from the Market, or in a side street.

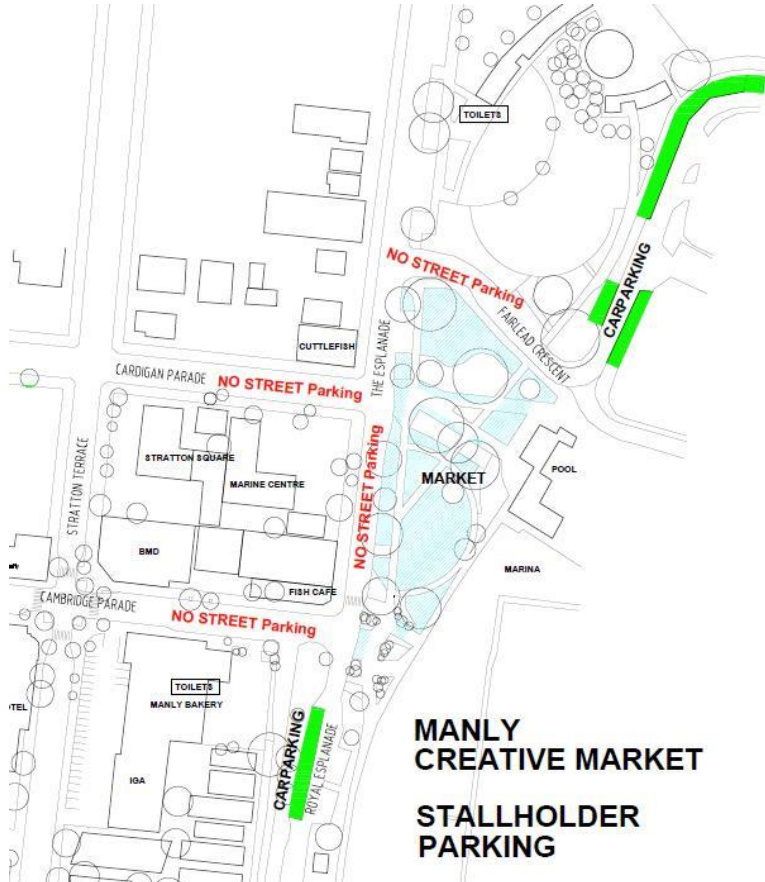
On receiving your stall space, you will be given instructions and directions for unloading and parking. When unloading, you must unload only! Do not start setting up until you have moved and parked your car! AND, you can ONLY park in the designated areas - NO exceptions! (Really Important Rule #3).

You will need to supply your own shelter, tables, coverings, etc, for the operation of your stall. You can peg into the grassed areas; but do not attach anything to trees, shrubs or park furniture. Some of our stalls are on grass, and a fair number are on paved surfaces; so you may need heavy weights for tent tie-downs as well as pegs.

We cannot guarantee shade/sunny/ grass/paving, so you must be prepared for EVERY contingency.

Generally, power is not available for stalls - this is a park, after all! And we don't have power points in all the trees and shrubs (smile here!) If you believe you need power - you must have a compelling reason; and present it to me BEFORE you turn up! If we decide to

allow you access to power (you will have to pay extra!), you must still comply with all workplace health and safety requirements.



You must park only in the green areas - NO exceptions. Under no circumstances can you park on private property belonging or attached to businesses or clubs. This applies to your workers as well!

Finally, of everything you bring into the Park; you must either: sell, give away, or take it away with you. This means ALL rubbish, packaging, tags, stuffing, or whatever, is YOUR responsibility. The bins are for the public's use, and cannot be used for your trade rubbish! (Most Important Rule #4). We expect every stall-holder to clean up their space as well as the area around. It is not a big ask, and will work wonders with our other park users!

We operate under a CovidSAFE Health Plan, and by attending the Market, you agree to be bound by the guidelines in the Plan. A copy is available for perusal at the market office.

AT **EVERY** STALL
SAFETY FIRST



**HAND SANITIZER
STATION**
**PREVENT SPREAD
OF COVID-19**



The main points to observe are:

- Have hand sanitiser available at the front of your stall, displayed prominently, for your customers (AND BROWERS!) to use.
- Have another at the back for your own use.
- Keep your stock and fixtures clean – a regular go-over with hand wipes on hard surfaces is good.
- It is permissible and advisable to request customers to not handle stock unless they sanitise.
- After handling money and it is placed in wallets, cash-tins, etc.; you and your customer should sanitise.
- Be very aware of social-distancing – ask your customers to keep separate; and monitor the number in your stall.
- Wearing of facemasks is not mandatory, but advised if you have concerns.
- Any queries, concerns, or pushback by customers; come and see me immediately.

Apart from all that, come on down & have a successful & memorable day!

See you on any Sunday!

Any further enquiries to: David Raetz Mob: 0412 051 128

Only phone at 630pm-8pm Mon-Thurs; 8am-Noon Sat & Sun

E-mail: medalcoteevents@optusnet.com.au



Markets and Events in the Parks are conducted by:
The Partnership of Manly Chamber of Commerce Inc.
and Bayside PCYC





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Manly Creative Market - Insurance

We are often asked whether stallholders need insurance.

This is a difficult question. If you rely on your stall income for your livelihood, either solely or partially, it is vital you have your interests protected.

However, if it is really a hobby; just yielding some "pocket money"; you may not really need any.

In either instance, your first call should be to your home and contents insurer. Many of them offer cover for hobby or home business activities, that may be suitable.

The final decision whether you require insurance is yours, and you should not be swayed by our advice.

The Market has a blanket policy that covers all but those stalls that can directly affect people's health and wellbeing e.g. rides and amusements, food and beverage stalls (including packaged food and confectionery), massage, hairdressing, etc. - these types of stalls HAVE to take out their own PPL insurance to a minimum of \$10 million, and their policy must indemnify Brisbane City Council; The Partnership of Manly Harbour Village Chamber of Commerce and Bayside PCYC; Medalcote Pty. Ltd.; and those organisations' agents and employees (have a look in the "Notes" section - there is extra information about foodies there!).

Always bear in mind that insurance is for the protection and benefit of the beneficiary or owner under any policy.

If you decide you need or would like to have your own, here are a few specialist insurers you can try (the list is in no particular order, and is not restricted, and we make no recommendation for any of them or any others):

AUZI Marketstall Insurance <https://www.marketstallinsurance.com> or call 1300 939 698.

AAMI <http://www.aami.com.au/business-insurance/market-stall-and-exhibitor-insurance>

Freeman McMurrick Insurance <http://www.stallinsure.com.au/>

Netinsure <http://www.netinsure.com.au/>

Traders Voice <http://www.tradersvoice.com.au/>

Action Insurance Brokers (02) 9411 3488

City Rural Insurance 1300 887 429

Marsh Insurance (07) 3115 4510

My Market Insurance <http://www.mymarketinsurance.com.au/>



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Manly Creative Market - Power



Generally, power is not available for stalls. If you believe you need power; you must have a compelling reason; and present it to me BEFORE you turn up! If we decide to allow you access to power (you will have to pay extra!), you must comply with all workplace health and safety requirements.

So, what are the requirements for a powered stall?

- Petrol, gas or diesel-powered generators are **NOT** permitted.
- All electrical equipment must comply with *WorkSafe Queensland* electrical safety provisions. At a minimum, ALL leads and equipment MUST be tested and tagged every twelve (12) months.
- If the switchboard to which you connect is NOT so protected; an approved electrical safety switch MUST be installed at the point of connection to the park outlet; in order to publicly-protect all leads and equipment connected.
- NO double adaptors or unprotected distribution boards are permitted anywhere leads are publicly accessible!
- All leads must be in a single continuous run, with NO intermediate connections. Leads must be protected from abrasion when crossing pathways, with suitable covers. Leads running through public areas should be highlighted with traffic cones at regular spacing – see above.
- You only have exclusive access to ONE 15A single phase OR shared access to ONE 3 phase outlet. All of your equipment MUST be assessed to safely operate under that condition.
- Stalls utilising mains power must carry their own public and product liability insurance, to a minimum \$10,000,000 for any single claim. A Certificate of Currency MUST be provided to me at the policy annual renewal, and MUST indemnify the following organisations, their agents and employees:
 1. *Brisbane City Council;*
 2. *The Partnership of Manly Harbour Village Chamber of Commerce, Inc. and Bayside PCYC; and*
 3. *Medalcote Pty. Ltd.*
- Every stall needing power is issued a side-gate key and lock-code to access the key safe at the back of 455 The Esplanade – the grey house opposite the market (ask me for directions if not sure). When bumping-in; if the power boxes are still locked or power not switched on – *it is your responsibility to access the key safe for the keys to the boxes – it is NOT up to David to do it for you. He will if time is available; but that isn't always the case.* Open the gate; enter the code in the combination lock and retrieve the keys. Use them to unlock the power boxes, leaving the padlocks open so they can be closed at the end of the day. NOW, share the keys to one of the powered stalls at the other end of the market so they can open their box! Otherwise, return the keys to the key safe; lock it; close and lock the gate.
- At the end of the day, once you have closed down, you will unplug and retrieve your leads. ***IF YOU ARE THE LAST TO DO SO, LOCK THE BOX!*** If there are still leads plugged in, you MUST go and tell those who are still plugged in that they may be the last and will therefore have to close and lock the box. That means the last person may have been reminded 2 or 3 or even more times; and have NO excuse not to have locked the box! This is an unbreakable rule – the power boxes must never be left unlocked at the end of the day.

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Manly Creative Market - Food Stalls

So, what is a "Food Stall"? In the context of OUR market, they comprise:

- Any stall selling drinks or beverages; either hot or cold; pre-packaged and/or prepared on-site.
- Any stall selling food of any description; at any temperature; pre-packaged and/or prepared on-site or in its natural state.

That effectively means ANYTHING that is intended to be eaten and swallowed; including confectionery, ice-creams, fruit & veg, bread, jams, and so on. It does NOT include foods intended for pets!

So, why do we have restrictions?

- Firstly, the number of stalls selling "food" is determined by the terms of our licence e.g. we can have only 1 general fruit & vegetable seller.
- Secondly, we are part of Manly Harbour Village, and there are a number of other "food" outlets, including shops, take-aways, cafes and restaurants in the immediate and surrounding area. These all contribute to the choices available to market-goers!
- Thirdly, there are licencing, labelling/packaging and insurance requirements for food stalls. These must be satisfied BEFORE any food stall can set up.

These restrictions are applied in different ways, depending on the product sold.

- Any loose or packaged food that is intended to be taken away and later consumed or used in cooking - jams, sauces, dips, packaged biscuits, confectionery, and so on - is welcome; but must comply with licencing, labelling/packaging and insurance requirements. There are no restrictions on numbers of stalls of this type. HOWEVER, as with all other stalls, we reserve the right to refuse any stall, in the Market's best interests.
- Any new or replacement food stall must bring a unique experience to the Market AND Manly Harbour Village. Replacing like for like; or allowing unnecessary competition; will not necessarily be followed.

What are the special requirements?

- Stalls must hold a current BCC health licence; or evidence that one is not required (a confirmation letter to that effect would be satisfactory). This must be on public display at all times. A copy MUST be provided to me at each annual renewal.
- All staff must hold a current food handling certificate; or contrary evidence. These must be on public display at all times.
- Stalls must have all necessary equipment required to comply with their health licence e.g. bins (with liners), hand-washing facilities, floor, covers and guards, extinguishers, gloves, etc. Even if a stall is not required to hold a licence, this condition still applies, in the interest of presenting a professional appearance for the Market.
- All packaged food must comply with relevant labelling, unit pricing and packaging laws.
- All electrical equipment must comply with WorkSafe Queensland electrical safety provisions. At a minimum, ALL leads plugged into park outlets MUST be tested and tagged every twelve (12) months; AND a electrical safety switch MUST be installed at the point of entrance to your stall, so that all equipment is protected. Alternatively, the safety switch can be installed at the park outlet and protect all leads and equipment connected. If you share an outlet with another stall, this is the MANDATORY condition! NO double adaptors or unprotected distribution boards are permitted!
- Food stalls providing customers with disposable containers must recognise they are the generator of the majority of waste going into the park bins. EVERY such stall is required to access a 240l wheelie bin from our store across the road (you have a key); grab a liner from me; and position it near their stall; for the PUBLIC's use. During and at the end of the day; the liners, including your waste, can go in the industrial bin in the carpark across the road. If the bins have spillage, there is a hose at the house and they should be rinsed on the grass. In addition, they need to monitor the park bins, and clean up any excess or spillage.
- Stalls must carry their own public and product liability insurance, to a minimum \$10,000,000 for any single claim. A Certificate of Currency MUST be provided to me at the policy annual renewal, and MUST indemnify the following organisations, their agents and employees:
 1. Brisbane City Council;
 2. The Partnership of Manly Harbour Village Chamber of Commerce, Inc. and Bayside PCYC; and
 3. Medalcote Pty. Ltd.
- These last 3 conditions also apply to amusement stalls, as well as any licencing required for their operation.

As you can see, this is not something we can address on a Sunday morning while other stallholders are waiting for a space! So, if you want to have a food stall, simply follow these instructions to the letter – NO exceptions!



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Why are Plants Restricted?

We restrict the sale of plants for a couple of compelling reasons:

1. The Market is contained and surrounded by Fire Ant Restricted zones. Fire ants are dangerous imported pests that could spread to large areas of Australia, severely damaging the environment, our outdoor lifestyle and the agriculture and tourism industries. There are procedures laid down for movement of soil, plants and other items into and out of the restricted zones. Prospective stallholders with plants must demonstrate compliance with those requirements. More information can be found on the DAFF website: <http://www.daff.qld.gov.au/plants/weeds-pest-animals-ants/invasive-ants/fire-ants> .
2. Prospective stallholders also need to demonstrate awareness of the restrictions regarding propagation and sale of pest plants. We don't expect people to be experts, but to know there are restrictions, and where to find further help.

We have some plant-sellers in place; but have openings for different lines. Any prospective stallholders should be offering to sell those, and not duplicating the existing.

If you want to set-up, follow these simple guidelines; shoot us a message; and we'll get you going!

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