



BURNIE FARMERS MARKET

WELCOME GUIDE

We welcome you as a stallholder to the Burnie Farmers Market. This market is held at the Burnie Showground from 8am till 12noon on the 1st and 3rd Saturday of every month.

This Burnie Farmers Market has been operating continuously since 30 Nov 2002 at this site. It was started so that the primary producers of the area had an opportunity to sell and promote their goods directly to the public. The market has grown to include crafts and so much more. It is a constantly changing market with many stallholders coming and going over the years.

The Burnie Agricultural & Pastoral Society (Show Society) own this show ground, and the Burnie Farmers Market name. The Burnie Men's Shed run the market for the Show Society. Both organisations are not-for-profit community groups, wholly run by volunteers. Funds generated go directly to the Show Society and then the Burnie Men's Shed. The funding allows these two community groups to move toward meeting their aims and objectives.

Please always remember that this market is run by volunteers who earn nothing, for their efforts to help you earn something.

We get up early to open the gates, often as early as 6am and don't leave usually before 1pm. We also work many hours behind the scenes between markets putting out signs, fielding many enquires via facebook and phone, making posters and creating an interesting facebook page. Treat us well for our effort and we will keep coming back to help you. We do this work freely to make our region and community better... one bit at a time.

We have compiled this Guide so that you can understand what happens and what to expect. We like to think that we run this market in a friendly manner without too many restrictive rules and regulations. There are many opportunities to ask questions of one of our volunteer operators in Hi-Vis jackets. We find that reasonable and discrete conversations with everyone work best to solve problems. We hope that you feel welcome here and that this is the start of something great for you... and us.

But of course there must be some rules and we'll start with this most important one.

VEHICLE MOVEMENTS

- **The market ground will be closed off to all moving vehicles at 8am and reopen at 12noon. This means that NO vehicles on the Market Ground can be moved during that time. THERE ARE NO EXCEPTIONS TO THIS RULE without the express permission of the Market Co-ordinator and then only if escorted by that Market Co-ordinator or deputy.**

The "Market Ground" refers specifically to an area that is enclosed by gates, fences, buildings and temporary barriers designed to prevent vehicle movements from 8am to 12noon, to protect public at the Burnie Farmers Market.

REGISTRATION

- All stallholders must complete the Stallholder Registration Form. This form is available online at http://burnieshow.com/?page_id=44 or at the Market Co-ordinators Office on market days.

Downloading the Stallholder Registration form and completing it before turning up to set up your stall, will save you precious time. You may also email the form back. We cannot recommend posting it because of delays in the postal system.

COMMUNICATIONS

Facebook at <https://www.facebook.com/BurnieFarmersMarket/> is the best for the fastest responses. It makes for easier planning if you can PM us to let us know if you are going to be absent. It is embarrassing for us and you if we publicise your attendance and you don't show up. We use Facebook to create events and notify readers about what is happening.

Please comment on our facebook page to sell yourself to readers who may be coming to the next market. Lengthy comments may be edited.

Other ways you may get in touch with us are phone or email. The email is burnieshow@bigpond.com The office number is 03 6431 5882. The office is mostly unattended and there are delays with responding to your messages left there.

ACCESS TO THE MARKET

The gates to the Market Ground are opened by 6:30am allowing you time to find your site and set up your equipment for the official opening to the public at 8am. Pavilion stallholders may drive carefully one-way down through the building from the Anglesea Street gate to drop off gear at your stall space. Watch out for things that may be intruding into the drive space inside the pavilion. Please ensure you are in there briefly to allow other stallholders easy access as well, and then go and park your vehicle.

As a stallholder you are invited to park your vehicle in any area of the property that is not the Market Ground or out on the public streets. Please pay attention to any Disability and other parking signs. Don't forget to lock your vehicle.

If your vehicle forms part of your stall then it will NOT be moved from 8am to 12noon.

GOVERNMENT PERMITS & REGULATIONS

Stallholders must comply with the conditions of any additional permits such as a "Temporary Food Permit". There is possibly a specific regulation relating to your area of expertise. It is your responsibility to ensure that you meet any regulation that relates to your own stall. Stallholders selling specific food products must obtain a Temporary Food Permit, available from your local council (valid 12 months). The cost of the permit is your responsibility. It is your responsibility to ensure your permits are up-to-date and not expired. The permits specific to your stall must be available for viewing on the day. Ideally the permits should be clipped to the wall or in a frame on your counter so that your customers and inspectors may view it easily.

SITES

- The Show Society is not liable for any loss or damage to any stall or products before, during, after or between markets.

Most sites are numbered on a tag. There are a variety of types of spaces available to suit every need and budget. There are spaces inside the pavilion which can be left set up for 50 weeks of the year between Burnie Shows. There are undercover stalls outside with open frontage. There are then various outdoor areas where you can set up your own stall with or without your own gazebos if you wish.

- If you have a permanent set up, you are responsible for your stall if you are absent and to ensure the stall fee is paid next market.

Most spaces with roof cover have limited power available for electrical equipment such as EFTPOS, laptops, mobile phone chargers. There is not enough power for heaters or other heavy current usage machines. Ask the co-ordinators if you have special power needs.

There are two sets of toilets. One set is over on the west side closest to the Pearl Street fence. The other is east of the pavilion in a portable building.

New, and stallholders who have been absent for a while are allocated spaces from the pool of available spaces. You may not get the same space again based on bookings already taken. We do try to stabilise your stall location as quickly as possible. We try to keep similar stalls separate but this is not always possible. If you have any concerns please start a discussion with us.

Please stick within the boundaries of your site allocation. During quiet market season we allow spreading out. But be aware that when the market gets busier you will have to shrink back to your paid allocated space/s or pay for the extra spaces you are using.

Your stalls must not obstruct the access ways. Think about the location of your ropes and pegs that may trip people or intrude into neighbouring spaces. Think about people with limited vision or mobility. Care and attention to good Workplace Health & Safety procedures are to be observed at all times such as power cables covered and trip hazards removed. Please exercise care when setting up and dismantling sites. If you spot any potential hazards please correct them if possible and/or report them to the Market Co-ordinator.

Please don't cause damage, make alterations or additions of any nature to, or carry out works of any nature to the market site property, and if any damage is caused, the costs of any repairs, making good or replacement, are borne by you the stallholder. Stallholders with a permanent space inside the pavilion may fix shelving or similar display equipment only with prior consultation with the Market Co-ordinator.

Your signs must be within your site and relate entirely to your stall goods. A lot of stallholders use large spring clips to put signs on the fronts of their table tops. No other signs will be allowed which contain may be considered offensive for any reason, for example political activity, personal views, nudity. You should also consider this when displaying goods for sale such as T-shirts, mugs etc.

Before departure please ensure your site is clean of any rubbish and things such as posters, adhesive tapes, staples that you put in. We have provided many wheelie bins around the market site for your use.

Once a year we hold the Burnie Show on this show ground. To make way for show we ask all stallholders to remove any fixtures or possessions that are yours. This is usually but not always allowed on the day after the market. Anything remaining after this time will be removed and disposed of as required by the Show Society. We don't have storage space to store your items.

If you wish to keep your favourite Show Society's tables, trestles, chair and carpet until your return after the Burnie Show, you may, but only after arrangement with the Market Co-ordinator and signing our equipment location list.

BEHAVIOUR AND STANDARDS

If you are considering playing music, please ensure that it is not too loud and causing a nuisance to other stallholders. Music with Explicit Lyrics are NOT to be used. Respect that others have different preferences and choices. Any Stallholder may report nuisance music to the Market Co-ordinator who will most likely stop the music. So it is in your own interest to be careful and talk with neighbouring stallholders.

- This is a NO smoking property.
- This is a NO alcohol consumption property, for the purposes of the Burnie Farmers Market.
- This is a NO dogs property, with the exception of Assistance Dogs.

Within the Showground or Market Ground, no Stallholder or person associated with a stallholder shall behave in a manner, or use language that is offensive, threatening or abusive towards any other person, Offensive or threatening behaviour will result in the offender being required to leave the market immediately as instructed by the Market Co-ordinator.

The Market Co-Ordinator has responsibility for the effective operation of the market, stallholders are required to comply with directions given on the day by the Market Co-ordinator. A stallholders registration can be revoked at any time if the stallholder fails to comply with the any of these conditions or there are other issues identified through formal complaints or reports of misconduct which impact negatively on the market.

DISPUTES AND RESOLUTION

Enquiries or complaints must be directed to the Market Co-ordinator in the first instance. Issues not satisfactorily resolved can be forwarded in writing to:

The President
Burnie Show Society
22 Main Road Wivenhoe TAS 7320

The Show Society reserves the right to revoke your registration on this basis and the decision is final.