



Stallholders Manual

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ABOUT DAVIES PARK MARKET

Davies Park Market is the 'green' heart of Brisbane. A strong sense of community and a wide commitment and drive for sustainable living along with a multi-cultural community make for a unique social fabric. The Market takes place in Davies Park, an area of park land which runs alongside the Brisbane River, between Montague Road and Jane Street. A visit to the Market has become a Saturday morning ritual for many Brisbane locals

ADVERTISING

Advertising material is permissible so long as it does not impede pedestrian traffic or cause an OH&S concern, these will be audited by Market management on a weekly basis.

CONTACT NUMBERS

The Market Manager's mobile phone number is **0431 019 454**.

This number is only use on Market Day. At all other times call the office on 07 3844 2440

ELECTRICITY ACCESS

Powered sites are charged \$10 extra, the need for power must be made known to management during the booking processes as only a very limited number of stalls have access to power. All electrical equipment being used in stalls must be checked by a qualified electrician and tagged to confirm that the equipment is safe to use.

FEES AND PAYMENT METHOD

Stall fees currently charged vary greatly from Stallholder to Stallholder and space to space.

Fees for all new stalls are calculated using the following formula

- 3x3m stall - \$40
- Table stall (no tent) - \$35
- Powered stall – extra \$10 per stall
- Bin – extra \$10 per stall

FINDING YOUR SPACE

Market staff will be located at the Entry Point at Jane Street and along the Market.

They will confirm your arrival and direct you to your Stall.

A map will be provided if required to assist you in finding your stall.



FOOD PACKAGING

Blue Sky Events has an environmentally responsible food packaging policy; this involves the use of compostable and recycled materials. Food stall holders should contact Blue Sky Events for more information regarding food packaging.

LOST AND FOUND!

Stall holders are usually the ones contacted by members of the public when they have found an item, in such cases stall holders should get in touch with the on site Market Manager. The Market Manager will take the item to a secure place on site. Stall holders should also put members of the public who have lost items in touch with the on site Market Manager. Lost property will be kept by Blue Sky Events until the next business day when it will be handed over to Brisbane City Council lost and found to process.

LOST/FOUND CHILDREN

Any stall holder made aware of a lost child should contact the on-site Market manager immediately. The Market manager and staff will canvass stall holders and make them aware a child has been lost or found and let them know the location of the Market manager, if a stall holder notices a parent looking for a child or a child fitting the description they were given he/she should contact the Market manager.

Davies Park Markets will always take action concurrent with the safety of the child. A staff member will be present to ensure that all necessary measures are taken. In some circumstances the police may be called to help with the situation.

PARKING DURING TRADE

Paid parking is available on Bill Tyquin Oval for \$2/day; free parking is available in streets surrounding Davies Park – Note: Council parking officers patrol this area frequently on Saturday's and financial penalties do apply for offenders.

PARKING AND POWER FOR REFRIGERATED VEHICLES

There are limited appropriate spaces for vehicles to be parked within the Market. Blue Sky Events will notify applicants if there is room for their vehicle. Once an application is approved a Market staff member will be on site to guide the stallholder exactly where their vehicle may be parked/set up and where the nearest power source is to connect to .



PRICING AND QUALITY

Traders may set prices as they see appropriate; Davies Park Market has a wide range of visitors, some are looking for cheap groceries while others are looking for a gourmet product they cannot get at other places. Quality of produce and other products contributes greatly to the Market overall.

PRODUCT LABELLING

Packaged goods must be labelled as per Food Standards Australia & New Zealand (FSANZ) code. Audits of product labels are carried out on a regular basis. Sellers of whole produce must put a sign whole produce if it is imported stating "product of xxxx". All food vendors should be prepared for an audit on any given market day.

REFRIGERATED/HEATED DISPLAY CABINETS

Stalls with refrigerated/heated display cabinets must have a food safety program in place which involves temperature checks of the display. These temperature checks must prove that food is being stored outside of the Danger Zone of 5-60°C (i.e. refrigerated products must be below 5°C and hot food must be kept above 60°C. These temperature checks must be completed on a regular basis (i.e. hourly), records need to be taken and the thermometer used must be calibrated and sterilised.

PUBLIC TRANSPORT

Buses 198, 199 & 191 service the area and are a good way to avoid driving and parking.

RUBBISH/WASTE

Garbage bins are provided by the Market for waste generated by the public. Bins are available to stall holders for fee of \$10; one bin per stall may be picked up by the stallholder from a storage area behind the food court. These bins will be collected by Market staff at the end of trading

SAMPLING

Stalls which give cooked samples of food must have a Temporary Food Stall Licence. Sample giving needs to be controlled, single serve utensils such as a toothpick and a bin clearly marked 'used sticks only' must be available for use by the public. If a sauce or the like is being tested a sign stating 'one serve only, no double dipping' needs to be placed alongside the item.



SIGNAGE

Signs erected by stallholders must not impede pedestrian flows through the Market or display any offensive material. Market staff erect signs to toilets and 'more stalls' signs to direct people towards certain areas of the Market. Stallholders are encouraged to provide feedback to Blue Sky Events where they think extra signage or changes to signage may improve the operation of the Market.

SITE PLAN

See map attached

SMOKING

While smoking is not illegal at Davies Park Market it is not permissible for food stall holders to smoke in their premises. Stall holders are welcome to make their stalls non-smoking for visitors while others may not see it as a problem. If stallholders are affected by smoking in an adjacent stall they are encouraged to take it up with the Market Manager who will attempt to resolve the problem.

STALL FURNITURE

Stall furniture must not encroach on the pathway through the Market/interrupt pedestrian flows through the Market. Sharp edges are to be covered and food stalls, when not using a commercial style steel table must use a table covering which are easily cleanable.

STALL / PERSONAL SECURITY

Security is primarily the responsibility of stall holders. Having displays which do not allow easy access to valuable items, keeping displays neat so you can see where people are in your stall and keeping cash secure or on your person are all good tactics. If a theft does occur stall holders should contact the Market manager who will contact and co-ordinate with local police.

STALLHOLDER'S DRESS AND CONDUCT

There is no dress code for stallholders at Davies Park Market. Stallholders are expected to act professionally at all times; offensive comments or behaviour will not be tolerated by management, stallholders acting in such a way will be warned in person and in writing by management, further indiscretions may result in exclusion from the Market.



TOILETS

Public toilets are located at the main bend of the Market, there are also toilets provided by South Logan Leagues Club on the ground floor of the club and inside the front gate adjacent to the Jane st entry to Bill Tyquin Oval. If there is a problem with toilets please contact the on-site Market Manager.

TRADING ENQUIRIES

To register your interest in trading at the Market, please go to our website: www.daviesparkmarket.com.au

Or call the office on (07) 3844 2440

TRADING HOURS

Open every Saturday morning from 6am – 2pm

UNLOADING AND LOADING “BUMP IN” & “BUMP OUT”

BUMP IN TIMES: 3:00 am – 6:00 am. (Vehicles must exit the Market by 5:30am)

- Drive into Market via Jane st
- Unload (No Setting Up!)
- Drive out of Market
- Set Up your Stall

BUMP OUT TIMES: 2.00 pm – 4:00 pm.

- Pack Up your Stall
- Drive into Market via Jane st
- Load Up
- Drive out of Market
-

Unloading and loading should take place quickly so as not to hold up traffic, where possible vehicles should pull off the road to unload/load. Before loading, stallholders should get all of their belongings together and ready to go, then get the vehicle and load up quickly.

Stallholders should not try to lift objects which are too heavy for them; bring a trolley or a helper, alternatively ask someone for help. See a guide to safe lifting techniques attached.

VEHICLE ACCESS

Vehicles may enter the Market area and, in most circumstances, be able to unload their stock directly into the Stall.



Cars, Trucks, Vans & Utes may enter the Market via the Entry Point at Jane St. Access to the Market area via the bicycle path is open until no later than 4:30am. Stall holders utilising this area must be very aware of other users on the path and give way to pedestrians and cyclists at all times, abuse of this privilege will result in a written warning and may result in exclusion from the Market

VEHICLE SAFETY - IMPORTANT!

When UNLOADING, it is absolutely essential that you unload your vehicle and take the car out of the market area before you set up your stall.

All vehicles must be parked or off site by 5:30am.

Vehicles to drive at 5kph at all times.

Vehicles always give way to pedestrians.

VENUE

Located in Davies Park, West End the Market is accessible by foot from Jane St, Montague Rd and Riverside Drive; parking is available for \$2 most Saturdays on Bill Tyquin Oval which is access via the Jane st entry to the Market.

WEATHER

No credits or refunds are issued in the case of bad weather over the weekend. The Market will trade in all weather conditions. Please do not apply for a stall unless you are prepared to take the risk on weather.

WATER

Potable water is available from 2 taps on site; there is no direct link to water available for any stall.

WEBSITE LINKS

www.daviesparkmarket.com.au

www.bcc.qld.gov.au

WEIGHTS AND MEASURES

Instruments/scales used for measurement of goods sold on a mass basis must be certified as being appropriate for commercial use. Scales must not be used for any application other than what they are certified to be used for. Fines of \$2000 may be handed to those who fail to adhere to trade weights and measures legislation.



WINE VENDORS

Wine vendors are required to have a liquor licence from Brisbane City Council allowing them to sell wine at Davies Park Market before they will be successful with an application to trade at Davies Park Market.

ADDITIONAL DOCUMENTS

- **APPLICATION FOR CHANGES TO PRODUCTS SOLD**
- **CONTACT DETAILS RELEASE FORM ATTACHMENT**
- **WEBSITE LINK CONSENT FORM ATTACHMENT**
- **STALLHOLDER APPLICATION ATTACHMENT**
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- **SAMPLE OF MARKET LAYOUT ATTACHMENT**