

# IPSWICH SHOWPLACE MARKETS

## Terms & Conditions

### GENERAL:

- All stall space shall be allocated by the Coordinator and staff.
- The Coordinator shall have the right to limit types of stalls and goods or refuse entry.
- All staff directions must be followed promptly.
- Abuse or threats of any kind towards staff, volunteers, other stallholders, or the general public will not be tolerated. Language should be of an appropriate nature. Any other inappropriate behaviour will not be tolerated.
- Any accidents, complaints, incidents, or issues should be brought to the attention of the Coordinator and/or Office Delegate.
- Stallholders are permitted to bring dogs onsite, except when selling food or drink. Adequate shade, food and water must be provided.
- The market is a smoke free environment. You must leave the market area to smoke.
- All stallholder electrical appliances and/or cords must comply with current tested and tagged regulations when used.
- The market reserves the right to use videos, photos and/or images of stallholders and their stalls, including their goods for promotional purposes. We will generally ask permission when taking close-ups or single stall shots.
- All stallholders must comply with the 'Lightweight Plastic Bag Ban', under the Waste Reduction & Recycling Amendment Bill 2017. This applies to both new and secondhand plastic bags.
- Minors must be supervised at all times and are the sole-responsibility of the stallholder.
- **Stallholders, Volunteers, Staff, & Market Patrons must adhere to Government Guidelines with regards to Covid-19.**

### SITE BOOKINGS AND FEES:

- Sites require booking and pre-payment. We will endeavor to notify stallholders within 24hrs if there is a problem with their booking, or if it has been declined.
- Bookings for each Sunday market close the preceding Friday at Noon (two days before each market). Payment must be received by this time. Failure to pay will result in the booking being declined.
- Site bookings and fees are not transferable.
- Credits/Refunds will not be issued for change of mind, cancellations, or non-attendance.
- Stallholders unable to attend due to illness or on compassionate grounds must notify the Market Coordinator as early as possible.

### WET WEATHER:

- As advertised to the public as an 'all weather' market, the Ipswich Showplace Markets will always operate regardless of weather if safe. Poor weather is not an excuse for not attending, with no credits given. We ask stallholders to come prepared on such days with a wet weather plan, as it is detrimental to the market and fellow stallholders not to attend.
- Site fees will be credited if the market is cancelled before trading hours have commenced. Where possible, stallholders will be notified.
- Stallholders are permitted to safely pack-up to protect stock from weather damage, however you must not leave your site before 12:15pm unless the Coordinator authorises you or the market is announced as closed early due to severe weather.
- Stallholders alone are responsible for the protection of their stock/goods.

### PERMANENT STALLHOLDERS:

- Casual/Weekly Stallholders can apply to be permanent after attending the markets for a minimum of four weeks by discussing with the Market Coordinator.
  - Permanent stallholders are stallholders who attend two or more weeks per month, ideally in a regular pattern.
  - Permanent stallholders reserve a permanent site allocation.
  - The Coordinator and staff shall have the right to alter or remove permanent sites without notice.
- Permanent stallholders must notify management if they are unable to attend or will be absent for a period of time, or site may be re-let and permanent status cancelled.

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### PUBLIC LIABILITY:

- Limited Public Liability is included at no extra cost.

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- Acceptable Risks: Food and Beverages (not food vans, not alcohol), Arts & Crafts, Novelties (e.g. glow sticks), Clothing & Accessories (i.e. sunglasses, jewellery etc.), Temporary Tattoos (i.e. spray-on), Books, Videos, DVD's, CD's, Souvenirs, Produce, Exhibiting (marketing only, not selling actual goods or service), Trash & Treasure.

### GOODS BEING SOLD:

- The Market Coordinator and staff may prohibit the sale/display of any product/service without warning.
- Illegal, banned, and explicit goods are prohibited. Contact staff if you are unsure.
- Fake or imitation goods are prohibited. These can include: Counterfeit DVD's and CD's, clothing, electronics.
- Goods should be safe for the purpose they are intended for and of an acceptable quality for sale.

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- All food and drink items for sale and stalls selling such items must meet current health regulations, council and government regulations, and obtain appropriate licenses, permits and insurance.
- Electrical items must comply with Australian and Queensland certification, Electrical Safety Act 2002 (QLD), Electrical Safety Regulation 2013 (QLD).
- The sale of cats, dogs or large animals are not permitted. If selling small animals (such as birds), appropriate shade and water must be provided. Any licensing requirements or regulations must be adhered to.
- **If you are on-selling goods you must provide us with a copy of your Second Hand Dealer's License or you will not be permitted to sell these items.**

#### Banned Items include:

- Drug Related Goods (including cocaine kits, bongos etc)
- Explicit and Hardcore T-Shirts
- Fake Cigarettes
- Fireworks - Crackers
- Fuel type Fire Lighters (Zippo)
- Knives (including Pen Knives)
- Laser Pointer
- Metal and wooden Martial Art Nunchakus
- Playing Cards (nude or lurid)
- Shang-hi/sling shots
- Bomb Bags
- Fire Wallets
- Toy guns are acceptable however the following are NOT acceptable - Ball Bearing Guns, Eight Shot Caps, Pellet Guns, Pop Downs (Throw Downs), Potato Guns, Replica Guns (Bullet type), Roll Caps, Strip Caps, Gel Blaster Guns and accessories

### SETUP: [5:00 AM TO 6:30 AM]

- You are requested not to arrive before 4:30 am. Weekly stallholders enter showgrounds via the main Front gate on Salisbury Road (entrance near roundabout).
- Queue in stallholder line-up. Line-up starts at gate to Front Market Area and follows market fence down to Main Showgrounds Gate.
- Market gates open from 5am. Weekly stallholders only enter if directed to. Please wait patiently.
- The speed limit within the markets is 5 kph, (walking pace).
- Headlights must be on if dark.
- Owing to noise restrictions stallholders must limit noise generated before 8:00 am, (no small engines, electric motors, loud radios, etc.) Steel pegs must be hammered into the ground using either a rubber mallet or sound dampening material.
- Stallholders must show 'Duty of Care' to themselves and the public by performing a risk assessment of their stall and site.
- Stallholders must only setup within the allocated site.
- Walkways must be kept clear. No signage is permitted within walkways.
- Any portable shade structure (such as a gazebo or umbrella), must be adequately secured by pegs or weights.
- Sharp, heavy, or dangerous items must be displayed in a safe manner.

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- Trailers must be suitably chocked when disconnected from vehicles.
- Stallholders are asked when parking in the carpark, to prioritise close parking for the public.
- **Goods must be neatly presented on tables, preferably lined with clean table cloths e.g. clothes should be folded/hanging. If you are displaying items on the ground, please ensure they are placed neatly on a clean tarp. All items must be easy to view so that market patrons can scan without touching. Please do not use deep containers/bags etc. to hold items, this encourages rummaging. Please keep your stall clean and tidy at all times. Any boxes/containers that have been unpacked should be neatly stored either in your vehicle or at the back of your site.**

### TRADING HOURS: [7:00 AM TO 12:00 NOON]

- No unauthorised vehicle start-up or movement is permitted during trading hours without permission from the Coordinator.
- The supervision and security of stalls is the responsibility of the stallholder.
- Vocal product promotion should be limited in consideration of other stallholders.
- Stallholders must remain on their site when selling or advertising a product or service. Pamphlets may be distributed from within sites only.
- Stallholders must continue to trade during trading hours except where sold out.

### PACK-UP: [FROM 12:15 PM]

- Early departures are not permitted unless authorised by the Coordinator. Should an emergency arise, please contact the Coordinator. Do not leave your site.
- Stallholders must not commence to dismantle sites until after 12 Noon, unless authorised by the Coordinator. This is in the best interest of the market and out of respect to other stallholders.
- Gazebos, umbrellas, tables, and other structures must remain erected until closed, unless due to weather.
- Stallholders who pack-up early without permission will be given a warning or banned from the markets.
- Stallholders must not move vehicles from their site till after 12:15 pm, from which time the gates will be opened.
- Stallholders must exercise caution when moving vehicles within the market.
- The unauthorised dumping of bulky items, rubbish, or other materials either onsite or near bins is not permitted. Unsold goods must be removed. Sites must be left as they were found. A disposal/cleaning fee may be charged.

**Should you not adhere to the Terms & Conditions, we reserve the right to ask you to leave the market and to decline any future bookings, please note that under these circumstances your payment will not be refunded.**  
**Should you have any questions, concerns or feedback relating to these conditions or the markets in general, please contact us via phone, email, Facebook, or during the markets.**

#### General Terms & Conditions:

##### DUTY OF CARE

*All care is taken to protect the public but spectators, participants and guests are warned that accidents causing injury, death or property damage may occur. Spectators, participants or guests acknowledge that entry to the showgrounds has a degree of danger and the organisations participants and other persons having any connection with the organisation or conduct of the events shall have no liability, either in tort or contract, for any personal injury or loss of property, whether caused by negligence or otherwise to the spectator, participant or guest, except in regard to any rights those persons may have under the trade practices act 1974. [EMERGENCY and EVACUATION PROCEDURES](#)*

##### Workplace Health and Safety Policy

The Ipswich Show Society's desire is to maintain a safe, healthy working environment for all people who are involved in the operation of the Ipswich Markets.

*To achieve this the Society undertakes to ensure: -*

- That the Management Committee of the Ipswich Show Society, employees, supporting workers, contractors and exhibitors recognise their responsibilities for the health and safety of people under their control at the Ipswich Markets including Ipswich Showplace Markets patrons.
- Compliance with standards, code of practice, regulations and provisions of appropriate state and federal legislative requirements
- That instruction, information and supervision for all staff and exhibitors is provided to enable them to carry out their work in such a way as to prevent injury to themselves and to other people.

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- That all premises, means of access, equipment, vehicles and processes are designed, constructed and used in accordance with relevant compliance and advisory standard
- That all areas affecting workplace health and safety at the Ipswich Showplace Markets are monitored and reviewed.

### IPSWICH SHOW SOCIETY SAFETY GUIDELINES

1. All exhibitors, subcontractors and other persons working within the confines of the showgrounds must abide by the provisions of the Workplace Health and Safety Act, its regulations and all relevant compliance and Advisory Standards. Persons responsible for each stand must ensure that any persons contracted by the exhibitor also comply.
2. Notwithstanding Item No. 1 all exhibitors must be mindful that their display will be viewed by the general public. All displays must be constructed and presented in such a manner as not to risk the health and safety of any persons.
3. The speed limit within the confines of the showgrounds shall be 6 km/h.
4. Access provisions (aisleways, roadways, doors, stairs, etc.) Shall not be blocked or impeded by any exhibitor, contractor or other person within the confines of the showgrounds.
5. Persons operating equipment within the confines of the showgrounds must be the current holder of the relevant certificate or license to operate such equipment.
6. Machinery, equipment and substances likely to jeopardise the health and safety of any person, must be made safe by such means as is necessary e.g. guarding, fencing, locks, immobilisation, etc. NB: Signs are not an acceptable protective method.
7. **All accidents, injury or dangerous occurrence must be reported to the Ipswich Show Society Administration as soon as possible.**
8. All display vehicles must have wheels chocked to prevent vehicles rolling in any direction. In addition, vehicles parked on an inclined surface must remain locked at all times during the Show.

### ELECTRICAL CONNECTIONS

Final connection of power to mains shall be carried out by the Ipswich Show Society's nominated electrical contractor. No electrical installation deemed to be dangerous or in breach of safety regulations will be connected to Showgrounds mains. All temporary electrical installations must be fitted with an RCD (residual current device earth leakage circuit breaker) 30mA trip, at the point of connection.

### A GUIDE FOR ELECTRICAL EQUIPMENT USED AT/ON SHOWPLACE MARKETS, AMUSEMENT RIDES, STALL, ETC.

Numerous potential and actual incidents occur at Exhibition sites.

Electrical equipment such as extension leads and plug-in equipment has to have each piece of equipment: -

- (A) Inspected, tested and tagged by a qualified electrician and with current test dates. AND
- (B) Protected by an electrical safety switch, such as Earth Leakage Trip. These safety switches should be tested by its in-built test button every day to ensure that it is working satisfactorily. The safety switch itself should be tested by a qualified electrician every year.

Multi outlet power boards are to be used with restriction placed on double adaptors and piggyback plugs. These power boards are not weather proof and should be placed in a weather proof surround.

Power leads should be placed so that they will not be damaged: e.g. across passageways and must be positioned at least 2m above ground level.

### FIRST AID

A first aid kit will be located at the Front Ticket box

### FIRE REGULATIONS

1. Fire Brigade officers may inspect the Showplace Markets area including stalls. Their decision on the requirements for overall fire protection is final. Any irregularity in fire precautions or any fire hazard detected must be corrected immediately. Any exhibitor not complying with the direction of the officers will have their stall removed from the Showplace Markets.
2. No existing Fire Exit may be closed off or obstructed.
3. Existing fire hoses must remain visible and readily accessible and not covered by background/backdrop materials.
5. No lighting or radiant heat appliance is to be positioned near any easily combustible articles within the heat range of such light or appliance.
6. Any demonstration using flammable liquid is to have prior approval before being incorporated in an exhibit.

### STORAGE OF FLAMMABLE MATERIAL

Exhibitors are informed that no flammable liquid may be stored in the Market area.

No vehicle engine must be started during the period the Market is open to the public and ignition keys must be removed from all vehicles. It will be the responsibility of each exhibitor to ensure that this condition is carried out.

### EVACUATION PROCEDURE

In the event of an emergency likely to jeopardise the health and safety of person within the confines of any building, or within the Showgrounds, the following evacuation procedure shall be effected.

A person from the contact directory should be informed immediately or phone 3281 1577.

Identify which area of the showgrounds is affected.

Necessary emergency services will be contacted by the Markets coordinator.

If evacuation is necessary proceed to nearest emergency exit and inform public to move with you in an orderly manner. Remain calm. Proceed to a safety site.

Await appropriate authorities to give the 'all clear' before returning to affected area.

THE OFFICE WILL NOTIFY - Police - First Aid Officers - Security - Fire Service

All Enquiries: 0420 651 531 - Matthew (Market Coordinator)  
07 3281 1577 - Show Office

10/09/2020