



PADDINGTON MARKETS

PADDINGTON MARKETS REGULATIONS

Please keep a copy of these Rules and Conditions for your records
Effective as at 12 November 2016

Paddington Markets' Code of Conduct

1. The Paddington Markets operates within the grounds of, and in association with the Paddington Uniting Church.
2. Traders are granted the privilege to operate in association with the Paddington Markets and on the property of the Paddington Uniting Church by the Congregation of the Paddington Uniting Church.
3. Stallholders are expected to show respect, courtesy and consideration to:
 - The Paddington Uniting Church Congregation, their values and the property of the Paddington Markets and the Paddington Uniting Church;
 - The Management and Staff of the Paddington Markets and the Paddington Uniting Church;
 - All members of the public;
 - And *most importantly* your fellow traders.
4. Under no circumstances may a trader insult, harass, vilify or intimidate other stallholders, customers or staff. Such action may result in immediate withdrawal of your privilege to operate and immediate ejection from the Market.
5. Customers shopping at the Paddington Markets are entitled to be treated with courtesy and expect fair trading practice consistent with Consumer Law.

General Rules & Conditions

6. **Operating a stall at Paddington Markets is conditional upon compliance with all Market Regulations;**
7. Trading is restricted to the advertised hours of Paddington Markets **10:00am-4:00pm Saturday or as otherwise advertised;**
8. Stallholders ***must*** comply with **all instructions of Markets Management and Staff** in the carrying out of their duties;



Office 2 Newcombe St Paddington NSW 2021
Postal PO Box 379 Paddington NSW 2021
www.paddingtonmarkets.com.au

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9. Stalls are rented to Registered Stallholders on a week to week basis;
10. Paddington Markets stalls may not be transferred, sold or sublet;
11. Stalls are to be operated on Market Day by stallholders nominated on the Registration Form and by no other person;
12. All stalls to be **completely set up by 10:00am**. You must be on site **no later than 9am**;
13. Failure to comply may result in reallocation of the stall by Management;
14. No stalls are allowed to be set up **before 7.30 am**;
15. Paying a stall fee does not create any form of tenancy or imply a future Right or Licence;
16. **Stall allocation and fee charges are at the discretion of Management;**
17. **Payment of fees must be made into the account nominated by the Paddington Markets Management;**
18. **Payment must be received into the nominated account by Close of Business on the Thursday prior to trading;**
19. **If payment is not received in the required timeframe as set out in the above clause you will not be issued a stall and will be unable to trade;**
20. Paddington Markets is an open-air market that trades in wet weather. The Paddington Markets Management reserves the right to cancel the Markets if weather conditions are deemed too dangerous;
21. Stallholders are required to remove all rubbish and materials from the site at close of trading;
22. Stallholders are required to return table legs to designated storage areas;
23. If using electrical cords, all electrical equipment must be compliant and all cords must be tagged and tested yearly;
24. If you are trading at the Paddington Market, you must stay on site till the end of the Market. If there is an emergency and you must leave early you will need to notify the Market Manager. Traders that leave the site early may not be allowed back on site.

Fees

1. Stall fees are payable only via the Paddington Markets Web Portal at www.paddingtonmarkets.com.au
2. **Stall fees must be paid by 1pm on the Thursday preceding the market unless prior arrangements have been made.**



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Products

1. Paddington Markets presents and promotes a platform for established and emerging artisans and expects stallholders to operate within this ethos.
2. All products sold at Paddington Markets require Management approval prior to being offered for sale in the Market.
3. All products must comply with relevant safety and compliance standards.
4. Market Management requires notification of any changes to original approved product, and stall holders must receive product approval before offering any new products for sale.

Presentation and Stall Set Up

1. Stall display should present a creative and successful image for Paddington Markets and the product concerned.
2. All stalls are to be completely **set up by 9:45 am**
3. Public access ways must be kept clear at all times with all merchandise, equipment, signs etc. kept within stall boundaries.
4. All stall equipment shall be firmly secured to protect personal and public safety.
5. No permanent hanging devices may be attached to the Church or Paddington Public School property.
6. If using a canopy, it must be secured by sand bags during windy weather.
7. Stall holders must have an understanding of OHS, and must work safely on the Market Site.

Access and Unloading

1. Only Stallholders with their payment up to date will be permitted on site on market day.
2. Unloading: between **7.30am to 9.00 am (morning) and 4.00pm to 6.00pm** (summer and winter). Access is not permitted outside these hours unless prior arrangement with Management.
3. Trading is restricted to the advertised hours of Paddington Markets 10am-4pm/5pm DLS.
4. **Only Stallholders with access permits (regular traders) will be admitted onto Church and School Property.**
5. **You must unload, then set up, pack down then collect your vehicle**



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Parking and Traffic

1. Stallholders need to observe all parking and traffic regulations.
2. Please consider local residents and members of the public, respect their premises and property.
3. There is No Parking/Standing in Elizabeth Street, Gordon Street & Newcombe Streets before 7.30am.
4. Stallholders who are approved to park in the Church Car Park will receive a Parking Permit (Church Car park, corner of Gordon St & Newcombe St) (Regular Traders Only)
5. Stallholders approved to use the car park must display a Parking Permit on their vehicle's dashboard. (Regular Traders only)
6. Church Car Park for Regular Traders only, it may be accessed from 7.30am – 9.30am and from 4.00pm – 6.00pm.
7. The car park will be locked between 9:30am – 4:00pm

Cancellation

1. To cancel stalls please call the Market Office (02) **9331 2923**. (24hour message service).
2. Full rental will be charged for stalls cancelled after **5:00pm Thursday**.

Leave

1. Stallholders may apply for Leave by Completing the Leave Application Form.(Regular Traders only)
2. Stallholders may apply for Approved Leave for 1-12 weeks in a 12-month period. “ “
3. All other leave will need to be negotiated in writing to the Market Manager. (Regular Traders)
4. Paddington Markets is an **owner operated market only**, Stall holders must seek approval for **Staff to operate your stall**. This must be in writing, and all staff must understand market rules and regulations.

Insurance

1. All insurances and licenses need to be updated annually and copies of these documents forwarded to the Market Management to update stallholder files. Please provide a Certificate of Currency only.
2. \$10 million Public Liability Insurance is compulsory for all stalls.
3. \$10 million Product Insurance is compulsory for all skincare and consumable products.



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- Workers Compensation and OH&S licences and insurances are the full responsibility of the stallholder.

**Paddington Markets Management reserves the right to amend these
Rules and Regulations as required.**

Please abide by these regulations to ensure a successful market.



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