

(b) 1 hour to 1 day or less \$50 + GST

For permitting stock, fixtures or fittings to encroach over the stall tenancy line, a penalty of \$50 + GST will be incurred.

Signage

Banners and sandwich board signs are not permitted unless you have the approval of Market Management.

“No Smoking” Policy

For the comfort and welfare of our Customers, we have in place a “No Smoking” policy in all areas of the Market including without limitation, within stalls and storage areas, all fire corridors, loading dock areas, staff toilets and the public toilets.

For the purposes of the Tobacco Amendment Act 2000, Pipeworks Fun Market has been designated a controlled Shopping Market. Smoking is therefore prohibited in the enclosed Market both during trading hours and outside trading hours. Any person breaking this is liable for an on the spot fine.

Trading Lines

Licensees are not permitted to trade across these Lines. These lines are in the aisles just out from your stall. If you are in doubt as to where your Stall's Trading Line is, Market Management can provide this information.

Counterfeit Products

Pipeworks Market's policy on Counterfeit Products is as follows:

1. The keeping for sale, offering for sale or selling of counterfeit products is prohibited at Pipeworks Market.
2. Market Management has the right to immediately expel from the market any stallholder (meaning in the case of a natural person, that person and in the case of a company, the company and the person or persons conducting the business of that company at Pipeworks Market) which Market Management has a reasonable basis to believe is trading in counterfeit products.
3. Any stall-holder expelled for dealing in counterfeit products will not be permitted to operate a stall at Pipeworks Market (meaning rent, lease, take a licence to or acquire the right to occupy or use a stall at Pipeworks Market from the Market Landlord) for a period of three (3) years from the date on which that stall-holder is expelled from Pipeworks Market.

Fire Regulations & Restrictions

It is important that the following restrictions are adhered to: -

- a) Stock must not be stored within 500mm of sprinkler heads;
- b) Sprinkler heads must remain clear at all times. They cannot be used to anchor decorations, promotional signage or stock.
- c) Access must always be available to a Fire Door. There must be nothing to impede the possible flow of traffic through the door should the need arise.

Please Note: Hume City Council Building Inspectors regularly visit the Market to ensure all fire corridors, fire doors etc are kept clear and operational at all times. They can impose on the spot \$1,000 fines on the stallholder responsible for leaving items in these areas or chocking open fire doors. This applies to all manner of stock, crates, boxes, trolleys etc.

You must ensure all deliveries through these corridors are kept moving, never stationary, and that fire doors are never chocked or door closers disconnected.

Emergency Evacuation Procedures

All stalls have been provided with Emergency Procedure Manuals – copies are available at Market Management. Licensors are to ensure that they and all their employees, servants and agents have read the manuals and understand their roles in an emergency.

Spillages

It is imperative that all spillages in the Market are reported immediately to Market Management. (Ph: 9357 1155)

Stall Front Cleaning

Should any Stall be fitted with roller doors, bulkhead or awnings it is the responsibility of each stallholder to keep these clean. Market Management may have them cleaned at the stallholder's expense if they are not kept in a clean condition.

Music

All in stall music must be contained within the Stall so that it does not interfere with customers and neighbouring stallholders. No loud bass music is permitted.

Spruiking

Spruiking, if approved in advance, must take place only within the stall. If spruiking is considered too loud or offensive from outside the stall, the Licensor will be asked to cease immediately.

Shopping Trolleys

The shopping trolleys are the property of Pipeworks Fresh Fruit & Vegetables and are not to be used by Licensees for storage or transport of stock. Trolleys must not

be kept in Stalls or storage areas and must not be left in service, fire corridors or market areas.

Lost Children

In the event of a child being lost or found in the Market, you must make contact immediately with the Market Management Office. (Ph: 9357 1155)

Lost Property

If lost property is handed in to any Licensee please notify Market Management immediately. All lost property should be taken to the Market Management where a register of Lost Property is maintained.

Security

The Licensor or its nominated agent shall have the sole right to evict any person it or they deem to be acting in a manner which is:

- a) undesirable;
- b) unlawful; or
- c) detrimental to or interfering with the preservation of good order or the comfort, safety and pleasurable enjoyment of persons lawfully using the Market.

The Licensor secures the Market by a security sensor system and an alarm monitoring service after hours. This is complemented by internal and external overnight patrols by the resident Market security guard.

Undercover and uniform security guards are on duty during trading hours.

Stallholders and their employees must comply and co-operate with general Market security arrangements including where applicable, the opening and closing of the Market gates.

After Hours Access

Monday	Stallholder Access	8am - 4pm (security activated after 4pm)
Tuesday	NO ENTRY BY STALLHOLDERS	CLOSED
Wednesday	NO ENTRY BY STALLHOLDERS	CLOSED
Thursday	Stallholder Access	8am – 4pm (security activated after 4pm)
Friday	Stallholder Access	8am – 8pm (security activated after 8pm)
Saturday	Stallholder Access	7am – 6pm (security activated after 7pm)
Sunday	Stallholder Access	7am – 6pm (security activated after 7pm)

On trading days, all cars must be out of the market building by 8.30 am and must not enter until 5.15 pm.

All Licensees, their employees, servants and agents must be out of the market by times shown above. The Market alarm system will be activated at the times detailed above.

After Hours Emergency Contact Phone Numbers

If you have not already done so, please inform Market Management on 9357 1155 of your after hours contact details.

This information is required in the event a Licensee needs to be contacted after hours.

Waste Management

No rubbish or waste may at any time be burned within the Market.

Licensees & Licensees' employees shall not leave any receptacles containing rubbish or waste or any other containers, boxes or receptacles upon any part of the entrance to any stall or any part of the Common Areas.

Stallholder rubbish or waste shall at all times be taken to the compactor precinct for compaction by cleaning staff.

Cardboard should be kept separate from other rubbish to assist the Market's Cardboard Recycling Program.

Plant, Equipment & Forklifts

Any plant or equipment provided by the Licensor for operation in the Market and used by Licensees or their employees, servants or agents shall only be used by them in accordance with manufacturer's, supplier's or the Licensor's instructions relating to use and in the case of moveable plant and equipment the same shall be returned promptly after use to the place provided for its safe keeping.

All defects in or damage to plant and equipment shall be reported to the Licensor by the person using the same immediately the defect or damage is occasioned or becomes apparent.

Forklifts,

- Any forklift unit operated in or around the licensed area must be maintained and serviced in accordance with the manufacturer's specification, and operated in accordance with Worksafe Victoria standards and guidelines.
- Such forklift may only be operated by a qualified and licensed driver.
- A forklift unit may only be operated within Market Opening hours where a Market or security officer acts as escort or spotter to ensure the safety of users and pedestrians.

General

Service and fire corridors in the Market shall not be used for the storage or placement of rubbish, waste, cartons, tin boxes, cases, bags or any goods or articles of whatever kind other than in receptacles provided. Anything stored or placed in breach of this regulation may be removed by the Licensor without notice at the Licensee's expense.

Licensees may only display, store, take delivery of or place goods or articles on, in or to stalls they are licensed to use or any other area designated for that purpose from time to time. Under no circumstances are passageways to be used for this purpose during trading hours. During such periods passageways must be kept clear for pedestrian passages at all times.

Licensees shall not permit members of any organisation to hold any function or to solicit any donations within the Market without first obtaining the written approval of the Licensor.

The Licensee shall ensure that neither it nor any other persons within the Stall licensed to it create a nuisance.

The Licensee shall only use the Stalls for the purpose for which they have been licensed.

The Licensor has the right to amend the Rules and Regulations at any time by written notice to the Licensee. If there is any inconsistency between the provisions of the Licence and the Rules and Regulations the provisions of the Licence shall unless otherwise specified in the Licence, prevail.