

Stallholder Terms & Conditions Twilight 2017/18 Season

Stallholder Eligibility

Stallholders attending the Meeniyan Square Market will be allowed to enter the market site by invitation only and at the discretion of the Market Committee.

We are committed to providing quality rather than quantity as well as variety. Not every stallholder who applies will be necessarily accepted.

Each stallholder must be the sole trader for their products and must be committed to presenting their site with innovation and flair. We also look for a high level of customer service and value for money ensuring our patrons have a wonderful experience.

Products

The Meeniyan Square Market aims to showcase and celebrate gourmet food, wine and boutique artisans and designers. All products for sale or promotion must be listed on the application form.

Stallholders are not permitted to sell any item deemed by the Market Committee to be offensive, illegal or prohibited.

The stallholder is responsible for ensuring all its products comply with relevant Australian laws, meet all safety and compliance standards and are fit for purpose.

Food/Alcohol Stalls

It is the stallholder's responsibility to apply to the South Gippsland Shire Council via streatrader.com.au to obtain and pay any registration required to trade as a food stall at the Meeniyan Square Market. Stallholders must supply copies of registration and a Statement of Trade (SOT) to the Market Co-ordinator with their application form and have documents with them on the day of the market. Food stallholders must comply with all Local/State/Federal health regulations and all laws relating to the sale and labelling of food products. The Market Committee is not responsible for any loss of trade if proper documentation is not held and displayed on market days.

Stalls selling alcohol must supply copies of their liquor license with their application and their RSA.

Failure to comply with council standards and regulations may result in an immediate closure of a stall. All relevant permits must be displayed onsite.

Equipment

Stallholders are to supply their own equipment (relevant for their site) and ensure they have everything required to operate a successful and well managed stall. All equipment and stallholder property must be in good working order and be suitable for the products on sale. All stallholder equipment and stallholder property must remain within the stall site they have been allocated.

For the safety of others, the clearly delineated public access ways must remain clear at all times. Stallholders are required to store all loose stock within their sites (preferably at the rear of their stalls to minimise trip hazards).

Power and Gas equipment

All electrical equipment and leads must be tagged in compliance with relevant workplace and/or electrical safety regulations. Stallholders must ensure that all gas appliances are approved and in date.

Stallholders using gas appliances must complete the ESV (Energy Safe Vic) self checklist prior to trading and present it for inspection by the Market Co-ordinator (or delegate).

Stallholders using gas/electrical appliances must have a suitable fire extinguisher or fire blanket on site. It is the responsibility of the stallholder to ensure they conform to any safety and compliance standards pertaining to their equipment.

Any property damage or personal injury that is caused by a failure on the part of a stallholder to comply with these requirements will be the responsibility of the stallholder/persons responsible and not the responsibility of Market Committee.

Insurance

All stallholders MUST have their own Public Liability Insurance for the amount of \$10 million (a copy of your insurance policy or a certificate of currency must be

attached to the application).

Occupational Health and Safety

Stallholders are only permitted to drive vehicles within the market area during the designated bump in times. Outside these times, vehicles will not be allowed onsite until the Market Co-ordinator advises it is safe to do so and/or patrons have vacated the site. The market area speed limit is 5kph.

Stallholders are not permitted to keep pets/animals on site during the market.

Cigarettes or alcohol are not to be consumed by stallholders at their site.

Waste Management

Stallholders are responsible for the disposal of all waste from their stall and must adhere to the Market Committee Sustainability Policy (See below).

Market bins are for patrons rubbish not for stallholder produce, packaging, other stall related rubbish and/or boxes.

Sustainability Policy

Stallholders are required to:

- Promote the disposal of all waste in an environmentally friendly manner.
- Encourage patrons to use market rubbish bins.
- Provide environmentally friendly packaging where appropriate.

Code of conduct

Stallholders must not cause damage, make alterations or additions of any nature to, or carry out works of any nature to the market site property, and that if any damage is caused, the costs of any repairs, making good or replacement will be borne by the stallholder.

Any stallholders who do not adhere to these terms and conditions may forfeit any future rights to participate at the Meeniyen Square Market regardless of any monies paid.

Working with Children Check

All stalls that provide activities for children must have Working with Children Checks to participate in the Meeniyen Square Market. These need to be sighted by the Market Co-ordinator prior to the market as well as a copy supplied at the time of registration.

Weather

The Meeniyar Square Market is an all weather event and stallholders must be prepared for all weather conditions.

However, in the event of extreme weather conditions where it is deemed unsafe the market will be cancelled. The Market Committee (in consultation with relevant authorities) will make the decision, and will provide stallholders with as much notice as possible.

Please refer to our social media pages for the most up to date announcements.

The Market Committee will reimburse stallholders 50% of their fee should the cancellation of the event occur.

Notwithstanding any refunds, the Market Committee will not be responsible for any other loss of business, costs or other damage whatsoever due to any cancellation.

Market Day

- The market will be operational from 2:00pm – 8:00pm every Friday in the Twilight Season.
- Gates will be open to the public from 2:00pm.
- Bump in times are between 12:00 – 1:30pm.
- All stallholders must be ready to trade by 2:00pm.
- There are to be no cars or trucks left inside the market site while the market is operational to the public, food trucks excepted
- Please contact the Market Co-Ordinator on 0419 599 309 if access is required outside of these hours.
- Bump out MUST be at the conclusion of the event with stalls completing pack down by 8:30pm. Stallholders must vacate the premises by 8:30pm.
- Vehicles must drive at 5kph with their hazard lights on when they are entering and departing the market site.
- Please be courteous and patient when loading and unloading vehicles. The Market Co-ordinator (and delegates) will be on hand to assist with the flow during these crucial times of the day.
- The safety of pedestrians/public throughout the market is paramount. Please

take care at all times.

Stallholder Fees + Site Details

Lockable Shed	\$100.00
Undercover 3m x 4m	\$70.00
Lawn Area 3m x 3m	\$30.00
Food Trucks	\$100.00

Please note all site fees include GST.

Lockable Sheds and Undercover sites all have access to power.

12 month commitment = 25% discount

6 month commitment = 15% discount

3 month commitment = 10% discount

As it's a weekly market, payments in month blocks are preferred to minimize administration for all.

An invoice will be emailed upon receipt of application and approval.

Payments

The Market Committee will email an invoice for full payment upon confirmation of your successful application. Site allocations will not be confirmed until fees have been paid in full. Payment entitles the stallholder to occupy only the stall they have been allocated by the Market Co-Ordinator.

Refunds

Refunds are not payable if there is simply a change of mind. In special circumstances a stallholder may apply for a refund in writing and the decision to issue a refund will be at the discretion of the Market Committee.