

Stallholder Terms & Conditions 2018/19

Stallholder Eligibility

Stallholders attending the Meeniyan Square **Friday Twilight Markets** 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 **Friday Twilight Markets** aim 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 Meeniyan Square Committee to be offensive, illegal or prohibited.

The stallholder is responsible for ensuring all 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 all Meeniyan Square Markets. 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 Meeniyan Square 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 have their RSA with them. They must also have appropriate Streatrader registration.

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 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 and Product 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/bump out 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 Meeniyan Square 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 Meeniyan Square Markets 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 Meeniyan Square Markets. 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 Meeniyan Square Twilight Market is an all-weather event held on Fridays.

Stallholders must be prepared for all weather conditions according to their own needs and circumstances and are expected to provide their own shade or weatherproof covering depending on the season.

Nonetheless, a decision to not proceed with a market or to close a market early may need to be made in the event of:

- a 'Code Red' fire danger day or as otherwise directed by an Emergency Services authority;
- severe thunderstorm activity predicted in the immediate area at times when the market will be operating, or

- the market site being severely impacted by extreme weather or other unplanned event prior to the market opening time.

A decision to not proceed will be made no later than 3 hours before commencement time and will be communicated via email, phone and social media.

A decision to close the market early will be made as needed in circumstances where the safety of stallholders and/or the public is clearly at risk. The decision will be made by the Meeniy Square Committee and communicated by the Market Co-ordinator and/or the Committee representative rostered on site for that market.

In the event of a decision to not proceed, stallholders will be provided with a credit to attend a later market to the value of the fee paid for the cancelled market.

Notwithstanding any credits provided, the Meeniy Square Committee is not responsible for any loss of business, costs or other damages sustained whatsoever due to a cancellation.

- **Friday Twilight Markets** will be operational from 4pm – 8:00pm in the summer Season (weekly from November 30 to Feb 1 plus Feb 15 and Mar 8)
- Gates will be open to the public from 4:00pm.
- Bump in times are between 2:00pm – 3:30pm.
- All stallholders must be ready to trade by 4:00pm.
- 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 0400 053266 if access is required outside of these hours.
- Bump out MUST be at the conclusion of the event with stalls completing pack down by 9:00pm. Stallholders must vacate the premises by 9:15pm.
- Vehicles must drive at 5kph with their headlights and 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.
- Your safety and the safety of pedestrians/public throughout the market is paramount. Please take care at all times.

Stallholder Fees + Site Details

Undercover 3m x 4m	\$55.00
Lawn Area (own marquee) 3m x 3m	\$30.00
Food Trucks and food amrquees	\$55.00
Power surcharge	\$ 5.00 (see below)

Undercover sites all have direct access to power. Other sites can generally have power provided by arrangement (bring tagged extension cables). Where power is provided for high-voltage appliances such as cooking, food-heating or fridges an additional surcharge of \$5 will be incurred by the stallholder.

Please note all site fees include GST.

Payments in month blocks are preferred to minimize administration for all.

Payments

The Meeniy Square 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 Meeniy Square Committee.

Terms and Conditions current at Oct 2018

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