

## **Stallholder Terms & Conditions 2019/20**

### **Stallholder Eligibility**

Stallholders attending the Meeniyan Square **Food Fridays** and **Xmas 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**

Meeniyan Square events 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](http://streatrader.com.au) to obtain and pay any registration required to trade as a food stall at all Meeniyan Square Events. Stallholders must supply copies of registration and a Statement of Trade (SOT) to the Event 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 **legibly** 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 Meeniyan Square 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 Square during the designated bump in/bump out times. Outside these times, vehicles will not be allowed onsite until the Event Coordinator 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 events. 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).

Bins are for the use of patrons only. Stallholders must take produce, packaging, other stall related rubbish and/or boxes away with them.

### **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 Meeniy Square Events 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 Meeniy Square Events. These need to be sighted by the Event Co-ordinator prior to the event as well as a copy supplied at the time of registration.

### **Weather**

The Meeniy Square Food Fridays and Xmas Twilight Markets are all-weather events. 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.

Nonetheless, a decision may need to be made not to proceed with an event or to close an event early 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 event will be operating, or
- the site or traders being severely impacted by extreme weather or other unplanned event prior to the event start 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 event 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 Event Co-ordinator.

If a decision is taken not to proceed, stallholders will be provided with a credit

to attend a later event to the value of the fee paid for the cancelled event, or re-funded if no suitable event exists.

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

- **Food Fridays** will be operational on Fridays from **5pm – 8:00pm** weekly from November 1 to 24 and Dec 27 to Jan 24. Gates will be open to the public from 5:00pm. Bump in times are between 3:00pm – 4:30pm. All stallholders must be ready to trade by 5:00pm.
- **Xmas Twilight Markets** will be operational on Fridays from **4pm – 8:00pm** on Nov 29 and Dec 6, 13 and 20. 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 event is operational to the public, food trucks excepted
- Please contact the Event 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 Event Co-ordinators 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 marquees	\$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, freezers or fridges an additional surcharge of \$5 will be incurred by the stallholder.

Please note all site fees include GST.

### **Payments**

Payment may be made at the event. If you wish to pay in advance please request an invoice.

Terms and Conditions current at Sept 2019