



Stallholder Terms and Conditions 2018

| 2018 Markets | |
|-------------------|-------------|
| Date | Time |
| 17th March 2018 | 10am-2.00pm |
| 5th May 2018 | 10am-2.00pm |
| 13th October 2018 | 10am-2.00pm |
| 1st December 2018 | 10am-2.00pm |

Stallholder Selection Criteria

- *Products are of a handmade nature or independently designed by the stallholder*
- *Original, creative and innovative products*
- *Presentation and professionalism of finished products*
- *Cohesiveness and consistency of products as a whole*
- *Product diversity across the Market*

Terms and Conditions

1. *All applicants must complete a stallholder application form. Applications are assessed against the selection criteria outlined above and the jpeg images supplied*
2. *All products for sale must be made and/or designed by the stallholder, as described on the application form.*
3. *All food products must have a permit from the Health Department, Darebin City Council—03 8470 8652 or a registration on the Streatrader website. Evidence of this must be attached to this application form. Food vans must have their own \$20 million product liability insurance.*
4. *The products that you list and detail on your application form must be the products that you intend to sell at the market.*
5. *One application per person/shared stall only. You cannot apply more than once under a different name.*
6. *Applications for shared stalls are permitted; there is a maximum of two people per stall. Such applicants must apply via one entry form, include all contact names and provide 3 product example images each (total of six).*
7. *Once notified, successful applicants must make payment of their stallholders invoice. Stall allocations are not confirmed until your payment has been processed. Invoices unpaid by their due date will result in the stall allocation being forfeited and offered to the next person on the waiting list.*
8. *If you are a food or beverage stallholder selling consumables and your application is approved, you must submit a Statement of Trade via Streatrader and provide proof of your approval. Stall allocations are not confirmed until this process is completed.*
9. *The market is a curated event and all stallholder site allocations are final and non-negotiable.*
10. *Stallholders must set up by no later than 9.45am on the day of the market.*

11. Stallholders are responsible for bringing their own display materials including table covering and clothes racks, and setting up their own stall.
12. Stallholders' display, goods and set up must remain within their allocated area.
13. Stallholders must keep their stall clean and tidy at all times and products must be displayed in a manner that does not interfere with those of other stallholders. Stallholders must remove all rubbish and material from their stall at the close of trading and take it with them.
14. Stallholders are required to stay for the duration of the Market.
15. The Bridge cannot provide staff or monitor unattended stalls. You are required to make your own arrangements.
16. The Bridge will not accept any responsibility for the theft or damage of goods or personal belongings.
17. In the event of any disruption, the Bridge reserves the right to require the stallholder to pack up their stall and leave the premises.
18. Smoking and pets are not permitted within the Market.

General Information

- On the day of the market, stallholders are required to assist with either setting up or packing up the market, in addition to setting up and packing up their own stall.
- A roster for stallholders to assist with set up and pack up the market will be prepared a week prior to each market date. If you would prefer to assist with set up [9.00am start] or pack up [3.00pm finish], you must notify the office two weeks prior to the market date; otherwise the roster will be completed and filled arbitrarily.
- Staff from the Bridge will be in attendance on the day of each market.
- The Maker's Market Thornbury is run by the Bridge to provide an outlet for local people to offer their handmade goods for sale. The Bridge relies on volunteers and Bridge staff volunteering their own time to provide this market to you and the community. Any money received from the running of this market including our fundraising stalls goes directly to support community programs such as our weekly community lunch for the disadvantaged and vulnerable members of Darebin. **We hope you understand that we do not have unlimited resources and we rely on stallholders to assist with marketing, setup and pack-up and paying invoices on time.**

Market promotion

- The Bridge will promote all markets on our websites, Facebook pages, hard copy brochures and marketing material at no charge to stallholders.
- Stallholders must promote the market via their relevant social media accounts, such as blogs, websites, Instagram, Twitter etc.
- Stallholders must also promote the market through distribution of flyers and postcards in the local community: shops, cafés, community venues and private mailboxes. Flyers are available from the Bridge three weeks prior to the market, and will be available for collection from our Thornbury and Preston reception.

Legal Obligations:

If you are selling products, you're legally required to sell goods that are safe to use and free from defects that may cause injury.

If you are selling fruit, vegetables or other goods by measurement (e.g. weight), you need to comply with trade measurement laws. Trade measurement laws cover how you measure and label your goods, and the measurement tools (e.g. scales) that you can use.

Insurance (from Markets Liability Insurance Coverage – Marsh Insurance)

Acceptable Risks: Food and Beverages (not food vans, not alcohol), Arts & Crafts, Novelties (e.g. glow sticks), Clothing & Accessories (i.e. sunglasses, jewellery etc), Temporary Tattoos (i.e. spray-on), Books, Videos, DVDs, CDs, Souvenirs, Produce, exhibiting (marketing only, not selling actual goods or services), Trash & Treasure.

Unacceptable Risks: Health/Cosmetics/Medicines/Potions/Oils, Soaps, Alcohol, Amusements, Electrical Goods/Tools, Second Hand Toys, Massage/Therapy, Hazardous, Flammable or Dangerous Goods.

Exclusion: Policy excludes Products Liability to Stallholders but only in respect to Products that fall within the class of "Unacceptable Risks" as defined.

What does this mean for you the stallholder?

It means that if your products fall within the category of "Acceptable Risks" you can pay an additional \$15 per stall per market to be covered under the blanket Stallholders Insurance policy which has been taken out for this purpose by the Bridge on your behalf.

If your products fall within the "Unacceptable Risks" category you must have your own Products Liability Insurance. Every claim under the policy incurs a \$1500 excess which will be the responsibility of the stallholder should a claim be made against them.

Stallholder Fees and Payments

- An indoor market table **without** Public and Product Liability Insurance is \$40.00 per market or \$30 outdoors with your own marquee. The application form must include evidence of your current insurance information.
- An indoor market table **with** the Bridge Public and Product Liability Insurance is \$55.00 per market or \$45 outdoors with your own marquee. The products you are selling must fall into the "Acceptable Risk" category detailed previously.
- Your fees for all markets booked are due when you receive an email and invoice from us confirming your booking. For example, if you booked for four markets you will need to pay \$160, \$120, \$220 or \$180 respectively.

Payments will be detailed on the invoice and payable by:

- Cash, Cheque, EFT or Credit Card at either of the Bridge sites , 131 Shaftesbury Parade, Thornbury or 218 High St Preston
- Credit Card over the phone
- Direct by Electronic Funds Transfer into the Bridge account according to the invoice.

EFTPOS facility at the market:

To assist you in making more sales, stallholders can access the Bridge's EFTPOS facility on market days for a flat fee of \$5.00 for sales up to \$200, payable on the day. You will need to complete a form giving us your ABN, BSB and bank account name and number. For sales over \$200 additional fees apply. The fees we

charge you are those charged by Bendigo bank, we just pass them on and absorb the administration of this to assist you, the stallholder to make more sales.