

## Stallholder Information & Market Regulations

Thank you for your interest in the Gatton Village Markets.

We are committed to ensuring we have a variety of stall holders which reflect the purpose of the Gatton Village Markets.

These Regulations apply to all Stallholders who are approved to trade at Gatton Village Markets. Compliance with these Regulations and the Stallholder Information included is a condition of such approval.

The Stallholder acknowledges and accepts that in submitting an Application that the *Manager* may alter any rule or term of the Regulations, or make additional rules and terms, from time to time, by posting a notice of a change to the Regulations on the Website.

A Stallholder is approved to Trade at the Market when it has submitted an Application to the *Manager* and has received written confirmation from the *Manager* that its Application has been approved for a specific Market as indicated but subject to any special conditions or restrictions noted by the *Manager* in the written confirmation.

### Definitions / In these Regulations:

**Application** means any document or written correspondence (including in electronic format) that has been submitted by a Stallholder when applying to the *Manager* for approval to Trade at the Market and any updated Application completed by the Stallholder from time to time.

**Approved Products** means those goods and services for which the Manager has granted to the Stallholder approval to offer for sale and sell at the Market. Such goods and services must be described in the Application. The *Manager* reserves the right to provide approval to a limited selection of the goods and services described in the Application or to revoke approval or otherwise alter the goods or services permitted to be sold at the Market at any time.

**Manager** means Gatton Village Market Committee, its volunteers which has the licence or permission to control, operate and regulate the Market including the authority to grant or withhold approval to any person/s or legal entity to attend, occupy or undertake Trading Activity at a Stall at the Market.

**Market** means the specific Market nominated by a Stallholder in the Application and subsequently indicated by the *Manager* when confirming that an Application has been approved.

**Marquee, Gazebo, tent or umbrella** means any covered structure that is erected within the boundaries of a Stall or otherwise occupied by a Stallholder at the Market.

**Regulations** means the terms and conditions in in this document and the Stallholder Information, as amended from time to time.

**Site Manager** means the person/persons appointed by the *Manager* to manage the Market on a trading day.

**Stall** means an area within the Market that is designated by the *Manager* for the purposes of Trading Activity by a Stallholder. This area will usually be indicated as that space defined by a perimeter. Any alternative area will be defined by the *Manager* and indicated the Stallholder as a condition of approval.

**Stallholder** means a person, persons or legal entity and their employees, staff, agents or representatives that have been granted approval by the *Manager* to occupy a Stall and undertake Trading Activity at the Market.

**Stallholder Information** means the site-specific information.

**Stall Fee** means the amount charged by the *Manager* and payable by the Stallholder as consideration for the approval of the Application.

**Trade at the Market** means occupy a stall and undertake Trading Activity

**Trading Activity** means activity where goods or services are offered for sale, sold or promoted; or activity undertaken with the aim of promoting or increasing awareness of the Stallholder or the Stallholder's products and/or services.

## Want to Join

Are you a Grower, Maker or Creator?

- GROWERS - Do you grow something that customers love?
- MAKERS - Do you make or bake items?
- CREATORS - Have you created something from wood, metal etc?

If you have got something to sell, then Gatton Village Markets is the ideal venue.

## Days and Trading Times

- 1st Sunday of each calendar month | February till December
- 7:00 am until 12:00 noon

## Location of Market

The Gatton Village Markets will be held on the land in front of the Gatton & District Historical Village and the Lake Apex Precinct, Gatton. Entrance near the Skate Park. This will be signed.

## What Is A Stall

We call the space you are allocated to sell your product a Stall. The stall site is allocated based on a 3m x 3m gazebo. Sites will be allocated side by side. Please ensure you set up as per map allocation and remain within your gazetted space. A marquee must be used. No sunshades or picnic umbrellas are allowed.

Please note this market site DOES NOT have powered sites.

Stallholders must locate their Stalls as directed by the Manager who is authorised to determine and change the layout for Stalls at any time. The Stallholder must ensure that all trading activity is undertaken within the boundaries of the Stall. The Stallholder may request from the Manager permission to utilise extra space at the Market and if the request is granted, the Manager reserves the right to charge an additional Stall Fee in respect of the additional space.

## Site Fees

### *2021 | February – December*

- |   |      |
|---|------|
| • 3m x 3m Site                              | \$30 |
| • End of Row - 3m x 3m Site                 | \$40 |
| • 6m x 3m Site                              | \$60 |
| • End of Row – Double frontage 6m x 3m Site | \$80 |
| • 9m x 3m Site                              | \$90 |

## Payments

All fee's MUST be paid prior to attending the markets. If you have any issues making payment please let us know ASAP. If you have not paid and I do not hear from you, I will pass your site onto someone else.

If payment is NOT made by due date your site will be given to the next person in line. Direct Deposit is required with the code given by GVM Market Coordinator. Once payment has been made, please note this means you have read and agreed to the Stallholder Information & Market Regulations.

## Cancellations

- No refunds for no show or cancellations after 9am Wednesday before the booked weekend.
- Cancellations prior to 9am Wednesday will receive a credit rather if site can be filled by another vendor
- If market is cancelled by 9am GVM Market Committee stallholders will receive a credit towards the next market scheduled.

## Insurance

Public Liability is required by ALL stall holders. You must have your own public and product liability insurance. Please note that it is a strict requirement that a Stallholder must have in place a public and/or product liability policy with a minimum of \$10 million cover in the Stallholder's name.

A copy of the Insurance Certificate of Currency must be supplied to the GVM Market Coordinator upon application and before a Stallholder may trade at the market.

## Selling Food

We welcome any gourmet products that offer our customers something deliciously different. Packaged food such as cakes, biscuits, honey, jams, coffee beans and teas can be sold. Some low risk food items, for example popcorn and fairy floss, are accepted subject to their method of operation meeting certain health requirements.

Must be fully compliant with health regulations and COVID 19 restrictions.

## What Cannot Be Sold

- Illegal products
- Products that infringe a manufacturer's copyright
- Trash and treasure, bric-a-brac, plastic toys and any secondhand goods
- If any of the above items are seen on a stall, A warning will be given and found on your stall after the warning you will be asked to vacate the market and will no longer be an approved stall holder.

## Set Up and Pack Up

Stallholders must strictly comply with the Market hours of set up and pack up.

The Manager may refuse a Stallholder permission to occupy a site at the Market due to non-compliance. Stallholders must at all times abide by the instructions of the Manager and staff in relation to traffic control. You will be allocated a space/location prior to the monthly markets.

On the day you are booked you need to arrive with enough time to have your stall set up ready for trading by 7.00am.

Access to the markets will be open at 5:30 am for Set Up. Pack Up time is 12:00 noon on closure of the Markets. No vehicles are to be on the market grounds before 12:00 noon unless advised from the GVM Committee under special circumstances.

## Bump In / Bump Out

### *Bump In Details*

- 5:30am – 6:30am
- Vehicles must exit the market by 6:45am
- Drive into market entrance as per instructions for your stall allocation
- Unload (No Setting Up!)
- Drive out of the market and park in the allocated Stallholder carpark area behind the tin shed
- Set Up your Stall

### *Bump Out Details*

- 12:00pm – 1:30 pm
- Pack up your stall
- Drive into the market
- Load up
- Drive out of the market and safely home

## Equipment

The Market does NOT supply any equipment. You must bring all your own equipment including marquees, tables, chairs and display equipment. Each stallholder is restricted to their designated space and must contain all stock within this space. Products are not to be placed in aisles or on the ground in front of stalls. No A-frames are to be used outside of the stall space.

It is the Stallholder's responsibility to ensure that all equipment brought to the Market by the Stallholder is erected securely and is operated in a safe manner prior to the commencement of trade. All Stall equipment including racks, tables, equipment, signage; etc must be located within the boundaries of the Stall. Public areas including access and pedestrian ways must be kept clear at all times.

## Power and Electrical Equipment

Power is currently NOT available at the Gatton Village Markets. If you are utilising your own power equipment, you must ensure this is tag and tested. Generators are to be earthed as per government regulations.

## Vehicle and Traffic Control

The speed limit for vehicles in a Market is 5kph at all times. Stallholders must comply with local traffic rules and regulations on the public roads and in areas in the immediate vicinity of the Market and must not park illegally, double park in traffic lanes, park in driveways, queue across traffic intersections, undertake illegal U turns or traffic manoeuvres, or otherwise hinder traffic in the streets surrounding the Market during set up or pack up times. Do not leave via the Gatton Village Historical entrance / gates.

## Waste Management

Stallholders must use the bins located on the market grounds and ensure all rubbish is removed from their site upon departure.

## Weather

The Market may operate in varying weather conditions and a Stallholder bears the risk of inclement weather conditions.

The Stallholder is responsible for the supply of covers and other equipment for the purpose of protection in inclement weather conditions.

If the Market proceeds in inclement weather conditions, it is solely at a Stallholder's discretion as to whether the Stallholder will set up and commence trading on the day. The Manager is not liable for any loss, damage or injury whatsoever resulting from inclement weather conditions.

## Some Important Information to Note

- You must utilise a gazebo for your stall as this is an outdoor market.
- If you are unsure of your location, before setting up your stall check the location map given to you on the day or ask the market volunteers for clarification.
- You can drive your car up to your stall site to unload and then you must park your car in the Stallholders car park – not the customer car park area.
- No vehicles are to be onsite near your stall after 6:45am. If you arrive late after 6:45am, you will need to carry your items to your stall site.
- If you sell out of your wares prior to market closure at 1:00pm, you are required to keep your stall intact until 1.00pm.
- We request that you also remain at the market site until 1.00pm.
- Do not forget to bring a change float!
- No smoking is permitted inside the market grounds.

*\*\* Any information is subject to change without notice.*