

STALLHOLDER TERMS AND CONDITIONS

As a condition of you being confirmed as a stallholder at the market, you acknowledge that you understand and agree to be bound by these terms and conditions, along with the conditions and requirements advised by the Market Co-Ordinator prior to and at each market.

Please read the information carefully. If you are accepted to be part of the market, you agree to be bound by the regulations herein as a part of your acceptance to trade at the market.

DEFINITIONS

In these terms:

- “WLC” means and includes the Woodend Lions Club, its subsidiaries, its officers, members, servants, agents or contractors
- “market” means the Woodend Lions Community Market
- “stallholders” refers to any stallholders, producers, sponsors, exhibitors, action groups, community groups or other that have any presence on-site at the market

ABOUT THE MARKET

The Woodend Lions Community Market runs on the first Saturday of every month, from 9am-1pm.

The site is located behind the Woodend Neighbourhood House

The aim of this market is to provide a trading place to offer shoppers exceptional quality and value of unique, creative and innovative products.

The market is run by the Market Co-Ordinator from Woodend Lions Club.

All decisions are made by the Woodend Lions Club and are communicated to the stallholder community via email, facebook and other methods as needed.

All decisions made for the market are not taken lightly, and Woodend Lions Club strive to support the stallholders and market visitors.

From time to time the market may host events, action groups, community groups and speakers affiliated with the Woodend Lions Club.

CRITERIA FOR SELECTION

When shopping at the Woodend Lions Community Market, we would like the visitors to have confidence in the authenticity of the stallholders products. Woodend Lions Club seeks to provide a very diverse market experience to shoppers and preference will be given to stalls that offer creative and unique products. Handmade and creative products will be favoured over stalls offering commercially produced or content available in high street shops. Applications for stalls offering bric-à-brac need to include descriptions of the types of items offered. The Market Co-ordinator will have final say over what content is acceptable or not in the market.

APPLICATION PROCESS

Stall Applicants wishing to apply for a stall at the market must fill in the application form on the Woodend Lions Club website at www.woodendlions.org.au/market .

The Market Co-Ordinator will review each application.

Applications must be submitted at least 2 weeks prior to the market the Stall holder wishes to attend.

Applications close 2 weeks prior to each market.

The Market Co-Ordinator will provide written confirmation to the proposed stall holder advising the outcome of their application. The acceptance of applications and the allocation of stalls are at the discretion of the Woodend Lions Club. The Woodend Lions Club reserves the right to accept or reject any participant application.

STALL PRESENTATION

Stallholders must ensure that their stall design is well presented, with a marquee (with appropriate safety anchors), signage and appropriate layout of the stall.

STALLHOLDER CONTENT

Please indicate on your stall application the type of content you intend to sell in your stall. There is no prescription as to what will make an interesting engaging stall. Woodend Lions Club seeks to present a very diverse and engaging range of products and stalls to our customers and originality will be highly encouraged.

INSURANCE AND LIABILITY

All stallholders are required to be covered by appropriate public and product liability insurance for their produce, equipment and any activities. The type and level of insurance you hold is your decision, however at a minimum we require Public Liability Insurance cover for the period of the market for a minimum of \$10 Million.

The stallholder is strongly advised to take out all necessary insurances to cover their products, equipment, exhibits and display material and also effect public risk insurance at the expense of the stallholder.

It is the stallholders responsibility to source, and keep up to date and compliant with, all relevant legislation and certification inline with the law.

Copies of all relevant certifications (including your public liability insurance) are required to be emailed to the Market Co-Ordinator, prior to the market.

Participation in the market is at the stallholders own risk, and participants indemnify the Woodend Lions Club, its volunteers and the Macedon Ranges Shire Council against all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings and any actions of any kind.

The market organisers accept no responsibility for damage to participants' products or equipment, or loss of income, arising from market cancellation; adverse weather conditions; theft; breakages; electrical failure; malicious activities or eviction due to non- coherence to safety regulations or terms of this document.

RELEASE & INDEMNITY

The stallholder agrees and acknowledges that, to the extent permitted by law, Woodend Lions Club shall not be liable for any injury, loss or damage the stallholder may suffer or by any other person arising from or in connection with their participation in the market, whether such injury, loss or damage was caused directly or indirectly by the negligence of Woodend Lions Club or otherwise, or by Woodend Lions Club's servants or agents. In the event of injury or illness, the participant agrees that Woodend Lions Club may provide evacuation, first aid and/or medical treatment at the stallholder's expense and that the stallholder consents to such evacuation, first aid and/or medical treatment.

COMPLIANCE AND STATUTORY REGULATIONS

It is the stallholders responsibility to comply with all applicable Federal, State and Municipal Regulations pertaining to their activity as a stallholder at the market. In addition, the stallholder must adhere to regulations, including but not limited to licenses and permits, occupational health and safety, safe handling and sale of food, Food Standards Code -

<https://www.foodstandards.gov.au/code/Pages/default.aspx>

, liquor licensing, council registration, , safe electrical management, electrical lead testing and tagging, the Victorian Food Act 1984 and any other legal requirements, where applicable.

All stallholders selling, sampling or giving away any food or beverage must register with Streatrader at <https://streatrader.health.vic.gov.au/#> and supply the statement of trade to the Market Co-Ordinator prior to commencement of trading.

PROTECTION OF GROUNDS, BUILDINGS AND EQUIPMENT

It is the stallholders responsibility to ensure they do not impact or damage the grounds, buildings or any equipment during their involvement in the market.

Any damage or impact will be the responsibility of the stallholder to reimburse the Council and/or Woodend Lions Club, and/or rectify.

Please observe the following restrictions in place to protect the grounds:

- No vehicles can be driven on grass without approval from the Market Co-Ordinator
- Heavy vehicle/s must not be parked on grass and within drip lines of trees.

STALL REQUIREMENTS & LOCATION

Stalls will be allocated a position at the discretion of the Market Co-Ordinator. Stallholders' requests for preferred positioning will be duly considered but may not be granted.

Please indicate in your application whether you are requesting a vehicle onsite and/or access to power.

These sites are limited and may not be available but we will do our best to accommodate your setup.

Stall locations will be emailed to the stallholder prior to the market, the stallholder must set up within the space provided to them, unless otherwise approved or advised by the Market Co-Ordinator.

ALLOCATED AREA

Site maps and allocations are emailed to stallholders prior to market day.

Stallholders must trade/set up only within the site allocated and sites will not be altered in size on the day, unless other arrangements are agreed directly with the Market Co-Ordinator prior to market day.

MISSING A MARKET AND NO-SHOWS

If a stallholder wishes to cancel their stall for the upcoming market:

- Advise the Market Co-Ordinator at least 48 hours prior to the market
- If a stallholder misses more than one market per year the Market Co-Ordinator may not be able to hold the stallholders spot at the market and the stallholder will need to contact the Market Co-Ordinator if they wish to return to reapply for their stall at the market.

If a stallholder does not show up to the market and has not advised the Market Co-Ordinator:

- The Stallholder will be removed from the regular stallholder list and the stallholder will need to contact the Market Co-Ordinator if they wish to return to reapply for their stall at the market.

SITE FEES

Please note: Site fees are as stated on the website and are reviewed regularly, and these fees may change. At least one month's notice will be given for any fee changes.

FEE PAYMENT

Site fees are required to be paid online or direct debit as per instructions on your stall acceptance email by COB the Wednesday prior to each market to secure your site. Should you fail to pay on time, your site may be allocated to another stallholder on our waiting list. Please email the Market Co-Ordinator if you need assistance with the website or more time.

CANCELLATION

The market may be cancelled due to unforeseen circumstances, extreme weather, in the event of a CODE RED fire danger day, or Covid-19 restrictions or lockdowns. Stallholders will be advised of cancellation via the email address listed on their application form.

The organisers accept no responsibility for any stallholder loss of income or otherwise due to market cancellation.

REFUNDS

In the instance where the market is cancelled by the Woodend Lions Club, including on the basis of health advice from the government due to Pandemic, the Woodend Lions Club will provide a full refund or credit for any site fee payments made.

STALLHOLDER PARKING

It is an obligation of the market permit that all stallholders park on the fire training track across 5 Mile Creek. Stallholder Parking is to be accessed via Davy St.

Parking instructions are included in the site map at the end of this document. Stallholder parking is not permitted on the Old Calder Highway or Tylden- Woodend road reserve; nor in the customer parking areas nearby the swimming pool and neighbourhood house.

*Please allow enough time to park and walk back to your stall before 9am start.

TOILETS

Toilets are located at the Visitor Information Centre and will be open from 7am.

BUMP IN / BUMP OUT

These following requirements must be strictly adhered to:

- No vehicles can be driven on grass without approval in writing from the Market Co-Ordinator
- It is the stallholders responsibility to ensure they do not impact or damage the grounds, buildings or any equipment during their involvement in the market. Any damage or impact will be the responsibility of the stallholder to reimburse the Council and/or Woodend Lions Club, and/or rectify.

BUMP IN 7.00am – 8:45am, for a 9.00am start

Access to the market is via Margery Crescent off Forest Street. This access will be open from 7am and the road closed to host the market at 8.45am.

- Regular sites without vehicle parking – Vehicle access to your stall location will be restricted to unloading only. Once unloaded, your vehicle must immediately be safely removed to the designated parking area.

To help with traffic congestion, please DO NOT set up your stall until your vehicle has been moved offsite.

- Sites with approved vehicle parking – Vehicle access opens at 7am and closes at 8.45am.

All vehicles must drive at less than 10 kilometers per hour, use extreme caution and common sense when moving vehicles through the market area.

All stallholder vehicle movements will cease at 8.45am SHARP and will not recommence until 1pm, as long as it is safe to do so.

BUMP OUT – Market Closes: 1pm Pack up: 1pm - 2pm

- All stallholders must cease trading immediately at 1pm.
- Under NO circumstances are vehicles permitted to enter or leave the market area between 9am and 1pm.
- Please pack down your stall/display before bringing your vehicle onsite.
- Please note: There will be significant traffic during bump out. Stallholders are requested to be patient, to strictly follow the instructions of market staff and to exercise extreme caution

during the Bump Out.

- Please keep in mind that market volunteers are volunteering their time to provide the market experience for the community and your benefit.

Rude or aggressive behaviour towards market staff or other stallholders will not be tolerated, as indicated in our Code of Conduct.

ELECTRICITY

Stallholders must have approval in writing from the Market Co-Ordinator to plug in to the electricity, and must be booked and paid for prior to market day.

Access to electricity is available in limited locations at the market and must be paid for with your site fee.

Electricity connection is generally 10-amp.

Stallholders must supply their own leads and adaptors to connect to the electricity supply. All equipment must be water resistant and maintained above ground or securely fixed to the ground to remove trip hazards.

All equipment is required to be in safe working order and must be tested and tagged by a registered electrician according to Australian safety regulations.

The organisers accept no responsibility for stallholders over-drawing the power supply and tripping their appliances.

The stallholder will be liable for any risks, damage caused by electrical overload or misuse.

WEATHER CONDITIONS

The Woodend Lions Community Market runs year-round. The weather has the potential to impact on the success of the market.

Please note that in the event of inclement weather, the market will still proceed. Stallholders must be prepared and equipped to trade in all weather conditions.

We strongly advise stallholders to bring a marquee or umbrella, drinking water, sunscreen and hats for summer; and suitable warm clothing and wet weather gear in winter.

It is the stallholders responsibility to ensure all equipment is fit for purpose, including but not limited to, ensuring marquees and umbrellas are appropriately wind rated, appropriately and safely weighted and tethered down, and erected and maintained to achieve optimal safety and in accordance with manufacturers instructions.

FIRE SAFETY

Suitable portable Fire Safety Equipment and permits must always be provided if you are operating a stall using cookers, gas BBQs and/or naked flame.

In the event of a Total Fire Ban, cooking permits must be obtained from the CFA. NOTE: These permits must be obtained prior to close of business on the Friday.

EMERGENCY

In the event of an emergency all participants are to assemble in the safest Emergency Assembly Area either behind or in front of the Woodend Neighbourhood House. This area is shown in orange circles on the site map at the end of this document.

CODE OF CONDUCT

A respectful code of conduct is crucial in ensuring all market "members" (stallholders, visitors, management and the Woodend Lions Club) interact in a positive and respectful manner. The market reflects the Woodend Lions Club code of conduct, and asks that all parties treat each other respectfully, fairly and with dignity, and do not bully or harass, or tolerate others' bullying and harassment. Whilst intelligent discussion is encouraged, which in turn will occasionally lead to people disagreeing on certain topics, any conversations where parties disagree must be expressed in a positive and constructive manner. An agree to disagree approach should be taken and not

become personal. Further information can be found here: <https://WoodendLionsClub.org.au/code-of-conduct>

The Woodend Lions Club reserves the right to refuse entry to any stallholder failing to comply to the terms and conditions or directions given by the Market Co-Ordinator or the Woodend Lions Club. Additionally, failure to comply to legal regularity requirements, market regulations, or rude, offensive or aggressive behaviour will result in the loss of place at the market.

Stallholders and their staff are required to follow the direction of the market organisers and be mindful of the requirements of their fellow stallholders and market visitors.

RISK MANAGEMENT AND SAFETY

It is the stallholders responsibility to ensure all equipment is fit for purpose, including but not limited to, ensuring marquees and umbrellas are appropriately wind rated, appropriately weighted and tethered down, and erected and maintained in accordance with manufacturers instructions and Australian standards.

Stallholders are required to manage visitor safety, particularly in regards to their stall, equipment and produce, including where and how the visitor queues.

The stallholder is responsible for managing all risks occurring from their activity, equipment, set-up, trade, and visitor interaction with their stall, equipment and produce. The Stallholder must abide by any direction given by authorities in relation to risk, along with relevant laws. The stallholder must also hold the appropriate insurance to cover them for all risks.

SMOKING

The market is a smoke free event, should you wish to smoke please do leave the boundary of the market.

WASTE & RECYCLING

The market does not allow single use plastic and is also aiming to be a waste-free market. There will be clearly labelled recycling and general waste bins available at the market. Stallholders are invited to take up the challenge by minimizing or eliminating their waste footprint at the market. Specifically, stallholders are requested to separate their waste into the 'waste streams' on site at the market and remove all cartons and packaging when they bump out. Please also ensure you do not have any single use plastic packaging and service items on-site. Upon bump out, please ensure your allocated area is clean and tidy, as you found it.

USE OF IMAGE

The stallholder consents to photographs and electronic images being taken of them, their staff and their market content as participants of the market. The stallholder agrees that such photographs and electronic images are owned by Woodend Lions Club, and Woodend Lions Club or other third parties may use the photographs for promotional or other purposes without further consent being necessary.

PRIVACY

The stallholder understands that the personal information provided in their application is collected by Woodend Lions Club for the administration and conduct of the market.

The participant acknowledges that information collected will be securely stored on the Woodend Lions Club database as per the general terms and conditions on the Woodend Lions Website at www.woodendlions.org.au