



Stall Holder Information

APPLICATION PROCESS

Any person who wishes to be considered for a site at the Library Market must first complete a *Library Market Stall holders Agreement* available from www.lakesrotary.org.au/market, email or the Library.

Once the application has been received, confirmed and payment is made; they will be notified of their stall number and location at the site.

Please note that there is no refunds on cancellations and stall holders must give 5 days' notice if they will not be attending so the space can be filled.

MARKET STAFF

Market Coordinator: Trevor Prettejohn

Phone: 0408 854 616

Email: market@lakesrotary.org.au

Post: Market Coordinator C/- Lakes Rotary, PO Box 147, Mount Gambier, SA 5290

Website: www.lakesrotary.org.au/market

All site applications and market related enquires, issues, disputes or complaints by stall holders, or person applying to be stall holders must be in the first instance, be directed to the market coordinators.

GOODS THAT MAY BE SOLD

- Only goods described and approved on the registration form may be sold from the stall.
- All goods sold must be handmade and locally produced.
- NO MASS PRODUCED OR COMMERCIALY MADE PRODUCTS.
- Market coordinator will be making inspections to ensure the criteria is maintained.
- If the stall holder wished to significantly change their product during the term of the agreement, they must notify the market coordinators on a new form.

SITES

- Sites are allocated on registration and payment of stall.
- To be responsible for the set-up of the stall.
- All stallholders are required to provide their own table and chairs.
- Stall must be ready to trade by 10am.
- A map of the site allocation will be on display in the window closest to the main entrance of the library on the market day.
- Stallholders must ensure that all equipment for their site is safe and secure at all times in interests of public safety.
- Walkways and public areas are to be kept clear at all times. Undercover stalls must stay within the site boundaries and space allowance of 2m per stall or Gazebo space is 3m x 3m per stall.
- It is the responsibilities of the stall holder to ensure that their site be kept clear of litter and must be clean and tidy at the end of the day. A cleaning fee may incur if area is left in a unsatisfactory condition.

ENTERTAINMENT

- All entertainment including buskers must be approved by the Market Coordinators and obtain a Buskers Permit from the Mount Gambier Council

INSURANCES, LICENSES AND REGISTRATIONS

- Stallholders are required to supply their Insurance Certificate of Currency with the application.
- Stallholders are required to ensure their business practises and goods and services comply with all relevant product, safety, business and trade legislation.
- Stallholders must obtain licenses and registrations required for the sale of their goods and display them as required. Registration and license certificates must be available for inspection by the market coordinators and copies taken at registration.
- Stallholders applying to sell produce, food or food products must comply with the requirements of the food safety laws.

LOSS AND DAMAGE CLAIMS

- Lake Rotary accepts no liability for loss or damages or costs whatsoever arising, either directly or indirectly, from products sold by stallholders.
- Lakes Rotary accepts no liability for injury, loss or damage whatsoever occasioned to, or suffered by, the stallholder, their relief assistant and or staff as a result of the use and occupation of the site or including connection with any activity carried on at the site.
- Stall holders, by signing this agreement, hereby indemnify Lakes in relation to all and any claims damages or costs whatsoever arising from the provision to them of a site, or the sale by them of any product at that site, whether by the stallholder or any person representing them or their product.

FEES

- All fees must be paid to Lakes Rotary on registration to confirm their place at market.
- Stallholders must know their stall number and have completed an agreement prior to setting up their stall.

ATTENDANCE AND OCCUPATION OF SITES

- The signatory to the registration form is considered to be the designated Stallholder and as such, must occupy the site at all times.
- Stallholders must be ready to trade by 10am through to 2pm.
- Pack up time is at 2pm and all stalls must be removed by 4pm.
- Cancellation of the market may occur in extreme weather conditions where attendance by stallholders and the public will put these parties at risk. The decision will be made by the Market Coordinators.
- Please note that there are no refunds on cancellations and stall holders must give **5 working days'** notice if they will not be attending so the space can be filled.

PARKING

- All vehicles to be parked in Library Car park on Sturt St throughout the day.

GENERAL MARKET CONDUCT

- Within the market, or in any circumstance connected to the market, no stallholder shall behave in an improper manner, or use language, that is foul, threatening, or abusive toward any other person.
- No stallholder shall refuse, neglect, or fail to comply with any reasonable directive from the Market Coordinators.
- Failure to comply will result in the stallholder's application not being accepted in future markets.