

Rokeby Market Stallholder Terms and Conditions 2022-2023



1. Payments

Payments to be made three days prior on Stall Manager (online portal), otherwise a \$5 additional fee will be charged for on-the-day cash collection. A 'request for payment' will be emailed prior to each market.

2. Bookings

All stallholders need to make a yearly application via our Stallholder Centre - <http://rokebymarket.org.au/stallholder-centre>

3. Cancellations

If you can't attend we need to know by the **Sunday prior to market day** where possible. We have a long waitlist of Stallholders who are keen to take up these spots. Stallholders with a history of cancellation who **fail to notify** us will lose their place at subsequent markets and be charged a 50% fee. Notifications should be received via email: info@rokebymarket.org.au

4. Insurance

The Rokeby Hall and Reserve committee has insurance for public liability.

For those who are classified as high risk (consumables, cosmetic products, massage, alcohol, food vans) you are required to hold a Public Liability Insurance Policy for not less than \$10M.

5. Food and Drink sellers

All stallholders selling food or drinks of any kind must register with Baw Baw Shire and provide a copy of the registration certificate received from council. This can be uploaded with your application.

6. Sites

Stall holders are required to provide their own furniture, equipment and power as required. An additional charge of \$5 per market will be charged for powered sites.

Stall areas are approximately 8mx4m. Please stay within your designated area for safety and access reasons.

Arrival time - vans and trailers must arrive prior to **7am**, and all others, no later than 7.30am. If you need to remove their vehicle, this must be done prior to 7.30am.

If you are setting up prior to 6am please give consideration to local residents on Hermans Street. Lights and noise can be an issue for residents.

Please be set-up by 7:30am. There will be no vehicle access on the market site after this time.

7. Goods and Services Sold

The market theme is "Make it, Bake it, Grow it, Breed it". All products should be made by the



stallholder. Commercial goods will be not be accepted and only the products listed on your application form be sold. If you wish to sell additional products not listed on your application form, pre-approval is required through the committee. You will be asked to remove any products that the committee deems unacceptable.

8. Market Pack-up

The stall holder must remove boxes, cartons and rubbish from the market area.

9. Raffle tickets

May not be sold without prior permission from the committee. Permission will only be given to fundraising groups' e.g. local schools, churches and community groups.

10. Weather

The Committee accepts no responsibility for adverse weather, loss or damaged goods, or injury to any person attending the market. The market Committee reviews all new applications and in market to ensure that stallholders goods fit the market criteria. In addition, there are limits placed on the number of stallholders in each category to ensure the market is acting in the best interests of stallholders and customers. The market committee reserves the right to move any stallholder as required in the interests of market presentation, customer flow and safety or remove stallholders that breach market guidelines or safety requirements.

11. Application notification

We will notify you of upon processing of your application. Stall allocation and location will occur 1 week prior to market day, the availability of a stall and its location.

Stallholders may be moved to different sites based on availability and market layout requirements.

12. Market Safety Stallholders responsibility.

It is the stallholders' responsibility to provide a safe stall environment.

13. Safe Infrastructure

All stallholders must ensure that all site infrastructure including marquee structures, product racks shelves and stock are adequately secured to prevent injury to the public and fellow stallholders.

14. Tent Weights

It is an important Health and Safety Requirement that Stallholders are responsible for ensuring the safety of their Tent or Marquee. Rokeby Market does not accept liability for Tents not kept in a safe condition. Adequate anchoring and /or weights must be used on each leg of a Marquee to ensure it is secured but also free of obstruction from Market attendees.



For guidance, a typical product you can source (or make) as part of a Marquee retaining system could be the OZ-trail Base Pods Kit (4 Pack) sold by Bunnings would weigh 11.5kg per base filled with sand. There are other weights and anchoring systems available that should be assessed by each Stallholder when evaluating the safety of the marquee.