

Market Stall - General Event and Payment Information

**Creative Made- Makers Market, Creative Space
Saturday 2 December 2017, 12pm- 8pm**

Council is seeking stallholders which:

- Offer a high standard of artworks and handmade products
- Appeal to a range of interests
- Are preferably local to Northern Beaches
- Can adhere to all terms and conditions as outlined
- Meet all health and safety requirements (if applicable)
- Can provide full payment prior to the event

Eligible Products:

- Handmade art or craft products made by the seller.

PLEASE NOTE: We are not able to accept and children's clothing, children's products and toys or electrical items unless you hold public liability insurance to cover the sale of these items.

How to apply

Complete the online application form and provide all relevant supporting documentation.
<https://northernbeaches.smartygrants.com.au/creativemade2017>

Payments and Fees

\$50.00 per site including GST

Do not send any money or cheques with your application. If your application is successful in being selected, you will be invoiced. Full payment must be received prior to the event, by the due date stated on your invoice (approx. 3 weeks prior). Failure to pay the total fee by the due date will result in cancellation of your participation.

Northern Beaches Council will provide:

- Space for stall
- Promotion of the event
- Waste collection and cleansing resources
- Event support staff and administration
- Site manager to oversee set-up, operation and pack-up of the market area

Cancellation/Refund

In the event of hazardous weather or other extenuating circumstances, Northern Beaches Council may need to cancel the event. Stallholders will be entitled to a refund or credit for the event fee of \$50 (excluding GST). Northern Beaches Council will not cover any other loss such as perishables, loss of trade or damage. If you withdraw from the event at any time or fail to attend, you will not be refunded the stall fee. We recommend you check your insurance policy to cover potential loss due to unpredictable circumstances. Northern Beaches Council reserves the right to terminate a stall holder's participation at any time.

Notification

Successful applicants will be notified by email within 3 weeks of the application closure date.

Creative Made- Makers Market Stall Terms and Conditions

Stall Operators should provide the following with their application:

1. **Public Liability Insurance*** to the value of \$20 million if you have it (please refer to further insurance information below)
2. **Information about products for sale and stall set up**, including 4-6 images.

General Terms & Conditions

- The selection of participants, and the site location, space allocation of each stallholder, is determined at the discretion of the Event organiser.
- All applicants must agree to the terms and conditions, as stated.
- Full payment for your stall must be paid by the due date outlined in your letter of offer.
- All stallholders must trade for the duration of the event unless otherwise directed by the Event organiser. Please do not apply if you cannot trade for the full duration of the event.
- No stallholder will be permitted to have any trailers or additional space next to their Stall space (table), unless negotiated with the event organiser prior to the event.
- A copy of all required documents must be provided to the Event Organiser at least 3 weeks prior to the event. A copy of each must also be kept on the premises, by the stallholder, during the event.

Conditions of operation

Site Access:

- Stall set up is not permitted before 10am.
- All stallholders must complete bump in by 11.45am.
- All stallholders must have vacated the site and removed all of their possessions by 9.00pm.
- Stalls will be allocated taking into account an appropriate spread of product categories and stall space requirements. Stall placement will be the decision of the event organiser.

Insurance:

If you have your own Public Liability Insurance it must be of minimum \$20 million coverage. Please attach a valid Public Liability Certificate of Currency to your application form. Please contact the organiser if you do NOT have your own public liability insurance cover.

Equipment:

- You must bring all of your own equipment including your table, pricing, and cash collecting etc. a chair/stool will be provided.
- Each stall holder is restricted to their designated table space and must contain all products within this space. Some indoor stalls will have wall space for hanging products. No nails or screws are to be used and only white 'blu-tac'. Hanging wires will be available.
- No power will be available

WH&S:

- Northern Beaches Council is committed to the health and safety of all workers and event participants. Please refer to WHS Policy – 102.
- All workers including contractors and stall holders must be inducted to the site by a Northern Beaches Council staff member.
- All Stallholders are expected to abide by all safety regulations and requirements to ensure that the event is a safe and WH&S compliant event. You are responsible for the WH&S training of yourself and your staff who are present at the market.

Waste and Environment Management

- It is the responsibility of the stallholder to remove all rubbish and other materials and leave the area clean and tidy at the conclusion of trading.
- Appropriate bins will be provided for stallholder rubbish and Council will arrange for their removal at the end of the day.
- Excess rubbish must be removed by the stallholders. Do not leave rubbish lying next to bins.

Sub-leasing

Under no circumstances are you permitted to sub-lease your site.

Approved Products

- A Stallholder may only offer for sale Approved Products.
- To vary the Approved Products, a Stallholder must submit a new application that describes the proposed new product.
- Council may cancel a Stallholder's approval to occupy a Stall at the Market if the products offered for sale is substantially different from the Approved Product.
- Stallholders must not offer for sale illegal, offensive or inappropriate products – which will be at the total discretion of the Event organiser.
- Items not hand made by the artisan themselves, e.g. designed by them but produced by artists overseas, or in bulk.

General

No stall shall be set up in such a way as to create a danger to any person.

The Stallholder shall hold harmless, release and indemnify and keep released and indemnified Northern Beaches Council from and against all actions, suits, claims, demands, costs, charges and expenses for which Northern Beaches Council or their servants or agents may be held liable in respect of loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connections with the use of any stall and any work connected therewith. If the implications to the stallholder of this clause are not fully understood, independent advice should be sought.