



# Makers Market Thornbury 2020 Stallholder Terms & Conditions

2020 Markets	
Date	Time
21 March 2020	10am-2pm
20 June 2020	10am-2pm
12 September 2020	10am-2pm
5 December 2020	10am- 2pm

Makers Market Thornbury is run by Bridge Darebin to provide an opportunity for local people to sell their handmade goods. Bridge Darebin relies on volunteers and Bridge Darebin staff volunteering their own time to provide this market to you and the community. Any money received from the running of this market, including our fundraising stalls, goes directly to support community programs such as our weekly community lunch for the disadvantaged and vulnerable members of Darebin. **We hope you understand that we do not have unlimited resources and we rely on stallholders to assist with marketing, setup and pack-up and paying invoices on time.**

## Stallholder selection criteria

- Products are of a handmade nature or independently designed by the stallholder
- Original, creative and innovative products
- Presentation and professionalism of finished products
- Cohesiveness and consistency of products as a whole
- Product diversity across the market

## General terms and conditions

- All applicants must complete a stallholder application form. Applications are assessed against the selection criteria outlined above and the product images supplied.
- All products for sale must be made and/or designed by the stallholder. The products that you list on your application form must be the products that you intend to sell at the market.
- You are legally required to sell goods that are safe to use and free from defects that may cause injury.
- Submit one application per stall. You cannot apply more than once under different names. Applications for shared stalls are permitted; there is a maximum of two people per stall. Such applicants must apply via one application form, include all contact names and provide two product example images each (total of four).
- All stallholder site allocations are final and non-negotiable.
- Stallholders must be set up by and no later than 9.45am on the day of the market, ready for customers by 10am and must not pack up until after 2pm when the market concludes.

- Stallholders are responsible for bringing their own display materials, including table covering and clothes racks, and setting up their own stalls. Stallholders' display, goods and setup must remain within their allocated area.
- Stallholders must keep their stalls clean and tidy at all times and products must be displayed in a manner that does not interfere with those of other stallholders. Stallholders must remove all rubbish and material from their stalls at the close of trading and take it with them.
- Bridge Darebin cannot provide staff to monitor unattended stalls. You are required to make your own arrangements.
- Bridge Darebin will not accept any responsibility for the theft or damage of goods or personal belongings.
- In the event of any disruption, Bridge Darebin reserves the right to require the stallholder to pack up his/her stall and leave the premises.
- Smoking and pets are not permitted within the market.

### Food vendors

- If you are a food or beverage stallholder selling consumables, you must submit a statement of trade (available from the Streatrader website) with your application form. Stall allocations are not confirmed until this process is complete.
- Food vans must have their own \$20 million product liability insurance.
- If you are selling fruit, vegetables or other goods by measurement (e.g. weight), you need to comply with trade measurement laws. Trade measurement laws cover how you measure and label your goods, and the measurement tools (e.g. scales) that you can use.

### Market promotion

- Bridge Darebin will promote all markets on our website, Facebook pages, Instagram account, newsletters, posters and flyers at no charge to stallholders.
- Stallholders must promote the market via their relevant social media accounts (e.g. Instagram, Facebook, Twitter, etc.)
- Stallholders must also promote the market through distribution of flyers in the local community: shops, cafés, community venues and private mailboxes. Flyers are available from Bridge Darebin three weeks prior to the market, and will be available for collection from our Thornbury and Preston reception areas.

### Insurance

(from Markets Liability Insurance Coverage – Marsh Insurance)

**Acceptable risks:** Food and beverages (not food vans, not alcohol); arts and crafts; novelties (e.g. glow sticks); clothing and accessories (e.g. sunglasses, jewellery, etc.); temporary tattoos; books; videos; DVDs; CDs; souvenirs; produce; exhibiting (marketing only, not selling actual goods or services); trash and treasure.

**Unacceptable risks:** Health/cosmetics/medicines/potions/oils; soaps; alcohol; amusements; electrical goods/tools; second-hand toys; massage/therapy; hazardous, flammable or dangerous goods.

**Exclusion:** Policy excludes product liability to stallholders but only in respect to products that fall within the class of "unacceptable risks" as defined.

### What does this mean for you the stallholder?

If products fall within the category of "acceptable risks", stallholders can pay an additional \$15 per stall per market to be covered under the blanket stallholder insurance policy, which has been taken out for this

purpose by Bridge Darebin on their behalf. Every claim under the policy incurs a \$1500 excess, which will be the responsibility of the stallholder should a claim be made against them.

If products fall within the “unacceptable risks” category you must have your own product liability insurance.

### **Stallholder fees and payments**

- Once notified by email, successful applicants must pay their stallholder invoice. Stall allocations are not confirmed until your payment has been processed. Invoices unpaid by their due date will result in the stall allocation being forfeited and offered to the next person on the waiting list.
- Payments can be made by:
  - Cash or credit card at either of Bridge Darebin offices: 131 Shaftesbury Pde, Thornbury, or 218 High St, Preston
  - Credit card over the phone
  - Electronic funds transfer into Bridge Darebin account according to the payment details on your invoice

### **EFTPOS facility at the market**

We encourage stallholders to use their own card readers, as this can help to increase sales. Where this is not possible, stallholders can access Bridge Darebin’s EFTPOS facility on market days for a flat fee of \$5 for sales up to \$200, payable on the day. You will need to complete a form giving us your ABN, BSB and bank account name and number. For sales over \$200 additional fees apply. The fees we charge are those charged by Bendigo Bank; we just pass them on and absorb the administration of this to assist you, the stallholder, to make more sales.