

Artisans of Adelaide | Allison McKay |artisansofadelaide@outlook.com | 0417 859 003
ABN 22 682 801 628

STALL HOLDER DETAILS –Your Name(s) Trading Name
..... ABN

Postal Address

Contact Phone No..... Email

Description of Goods for sale

Meander Market on Melbourne Street Mothers Day Edition

Saturday April 27th 10 -3pm

TERMS AND CONDITIONS

BUMP IN/BUMP OUT

Set up on event day from 8.00am onwards. Pack down from 3pm – 4.30pm. Set up and dismantling of stalls shall adhere to these outlined times and should be done with due consideration to noise emissions.

ATTENDANCE & WEATHER CONDITIONS This market is an all weather market – Non marquee sites are set on the pavement in front of bricks and mortar stores, under the cover of the veranda shop fronts. It is a stallholder’s responsibility to ensure that their product is protected and that they have all the necessary equipment on hand to do so. For marquee sites you might need (i.e. marquee sides, weights to secure marquee etc. if chosen to be in a marquee area). Management requires that all stallholders plan an adverse weather conditions such as rain, wind, cold and heat and ensures that appropriate safety and hot weather procedures are in place. Artisans of Adelaide, its operator/s, agents and/or assignees shall not be liable for loss or damage to stock and/or equipment however caused. **FEES** Stall fees are payable by April 8th 2024. The cost of a market site on Jerningham Street – Marquee sites - \$175 incl gst. This fee provides a 3m x 3m space. You must bring your own marquee and weights as per the application. The cost of a market site on Melbourne Street – no marquee required, sites will be underneath verandas of the bricks and mortar traders. \$110.00 incl gst. This fee provides a space (3m x 1.5m approx) – spaces will vary – accommodations will be made to best work with your product and stall layout. Fees also include, marketing (social media, flyers, local advertising). Failure to pay site fees will result in the stall being cancelled and allocated to someone else. Should a stallholder choose not to attend a market for whatever reason the market site fee must be paid whether the stallholder is in attendance or not. **REFUNDS OF FEES** If the market is cancelled by Artisans of Adelaide, no fees apply, any fee paid will be credited to the next market or refunded. No other refunds issued. Should you cancel within 7 days of the event for a family emergency this will be dealt with on an individual basis. Site fees do not determine your

location at the event site and refunds are not given for slow or poor trade. The Market will not be cancelled and NO credits or refunds will be issued in the event of bad weather. **EARLY DEPARTURES** In the best interest of the market and as a courtesy to fellow traders, early departures will not be permitted. Marquees are to remain erected until close of market trade. In the event of a 'sell out', stallholders are to display a sign indicating that their goods are 'sold out' and marquees are to remain standing. Consideration will be given to special circumstances and only by prior arrangement. In the event that an early departure has been approved by Artisans of Adelaide, marquees and all equipment must be 'walked' out.

VEHICLE SAFETY/UNLOADING PROCEDURE Stallholders must unload vehicles from the street or designated area and walk goods to their site. Stallholders and their staff must park vehicles in the street or designated area where permitted away from the event area, to allow parking for customers.

END OF TRADE PACK UP/VEHICLE PROCEDURES All stock, goods and/or items must be packed up first. Marquee/umbrellas to be dismantled and packed up. Site to be cleaned and all rubbish removed. Note: Market bins are for lightweight rubbish only, not stallholders produce, rubbish and/or boxes.

RUBBISH REMOVAL Stallholders are responsible for the removal of all rubbish and must leave their site clean and clear of all debris. The rule is simple: If you bring it in, you take it home. Do not throw boxes and food produce in the Council / Private Facility rubbish bins. No solid or liquid waste is to be deposited or caused to be deposited on the ground or in any drains, or other public land/space.

SALE OF CONSUMABLE GOODS It is the stallholder's obligation to ensure that all Council and Government guidelines and health regulations are met, that all appropriate licenses are obtained, that the setup of the stall meets all Council, health and safety requirements and that these obligations are met at all times and are adhered to. In addition to evidence of Public Liability cover, a Food Handling Certificate is also required or kitchen approval from your local council. Food and beverage stallholders must adhere to all hygiene regulations. Food stalls must meet Health Department regulations.

TASTE TESTING/SAMPLING OF GOODS Stalls which hand out samples of food/taste testing must ensure that they comply with Council and health regulations and that all required licences are held. The liability to comply with all laws falls on the stallholder. Artisans of Adelaide Events assumes no liability if stallholders do not comply with their legal obligations.

PRODUCT LABELLING Packaged goods must be clearly labelled as per legislative guidelines and requirements.

APPROVED PRODUCTS Preference – Bespoke, Handmade / Handcrafted. All products offered for sale should be made and sold by the stallholder, or alternative products approved by Artisans of Adelaide.

QUALITY PRODUCTS Artisans of Adelaide events are known for curating quality markets with quality market stalls. All sellers are asked to assess their products and to ensure that quality goods are sold. In the best interest of our market do not sell poor quality or cheap, mass produced items. As a seller/stallholder your goods must comply with Artisans of Adelaide criteria and set standards. Application approvals are at the discretion of the Market Manager, Artisans of Adelaide.

EQUIPMENT Stallholder to supply own equipment and to ensure that they have everything required to operate - marquee, weights/sandbags, table/s, chairs etc. Marquee size 3m x 3m. Marquee must be of a high standard and to Australian Engineering recommendations. These must be able to withstand high wind levels. Marquees that are not deemed suitable will be required to be taken down. Marquee information is for those using marquees only.

SITE PRESENTATION & SIGNAGE Please ensure that your site is well presented, tidy and safe at all times. Signs erected must not impede pedestrian flows, must not display any offensive material and must be clean and presentable.

STALL & PERSONAL SECURITY Security of a stallholder's stock, produce, equipment, cash and personal effects is the responsibility of the stallholder.

STALLHOLDER CONDUCT Stallholders are expected to act in a professional manner at all times. Artisans of Adelaide will not tolerate any offensive comments, unwarranted gossip or bad behaviour. Stallholders or stallholder representatives must man stalls at all times. Stallholders must not engage in dangerous activities that will place other stallholders and patrons at risk of injury or death.

PUBLIC LIABILITY/INSURANCE Artisans of Adelaide Market Public Liability does not cover stallholders and/or their products. It is the responsibility of all stallholders to ensure that that they are insured for Public Liability and Product Liability (where applicable) as required by law. Additionally, that their stall area remains clean and safe to the public at all times and to ensure that their product meets statutory health requirements and in no way poses any health risks to the consumer. All stallholder must submit a Certificate of Currency for a minimum Public Liability sum insured of \$20,000,000 (7) days prior to the market event. No stallholder will be allowed to set up without this requirement.

WEIGHTS/SECURING MARQUEES Irrespective of weather conditions, marquees must be weighted down with heavy sandbags or with appropriate and secure weights at all times. ALL vendors are required to have a minimum of 20kg per leg. Pegs cannot be

used. Note: This is an insurance requirement and is mandatory. Umbrellas must also be safely secured with a heavy base and tied to your gazebo where possible. There are absolutely no exceptions.

ELECTRICITY & ELECTRICAL EQUIPMENT There is no electricity available.

PERSONAL DATA It is the stallholder's responsibility to ensure that Artisans of Adelaide has current details on file - that contact numbers are current: mobile, email, emergency contact etc.

EXCLUSIVITY No stallholder is guaranteed exclusivity for their product, however, we do endeavour to ensure not too many crossover products, as we seek variety and intend for no stall to be exactly the same. **PROMOTIONAL MATERIAL/ADVERTISING** Artisans of Adelaide reserves the right to use stallholder images and/or photos which may contain images of the stallholder and/or their produce for promotional purposes. **LOST AND FOUND PROCEDURES** All 'found' items are to be handed in to Artisans of Adelaide. Stallholders are to place members of the public who have 'lost items' in touch with Artisans of Adelaide staff.

GENERAL RULES AND CONDITIONS Artisans of Adelaide reserves the right to refuse entry to any person and/or trader or to refuse the sale of any item and/or product. Artisans of Adelaide Events, its operator/s, agents and/or assignees shall not be liable for the loss or damage to any vehicle, anything therein, or to any person from whatever cause arising and whether due to the negligence of the Market operator and/or agents or otherwise

COVID-19 Practise good hygiene. Do not attend if unwell. Masks can be worn according to Government directions at the time of market. You must tick your acceptance of these Terms and Conditions in the application to be considered.

Thankyou, Artisans of Adelaide.

Signed Stallholder..... Name
..... Date