

GEMBROOK MARKET

Stallholder Kit

Gembrook market is held on the 4th Sunday of each month (December date varies).

Remember, some months have 5 Sundays.

Location: The Gembrook Market is located at the Gembrook Community Centre, 4 Gembrook Rd (Melway ref 312 J10)

Market Hours: 9am till 2pm

Gembrook Market is run by a Committee of Management and has the support of Puffing Billy Railway, Cardinia Shire Council, local Community Groups and Businesses. A team of volunteers assist on market days.

Gembrook Market endeavours to promote Sustainability.

To maintain the integrity of the Gembrook Market, it is important that we uphold a high level of quality of the goods sold. Details of the criteria are included in this information, together with fees, application form and details of documentation required.

Please Note: The Gembrook market will be cancelled when the fire danger rating is **Code Red** for the 'Central' District.

Dogs: Only permitted at the market if on a lead.
Stallholders dogs are not permitted to enter the market area.

If you have any further questions that we have not covered in the following pages, please don't hesitate to contact the Market Coordinator.

Peter Carson
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www.gembrookmarket.com.au

info@gembrookmarket.com.au

GEMBROOK MARKET CRITERIA

1. **GEMBROOK MARKET:** Gembrook Market accepts new and reworked arts and crafts, healthy foods, produce, plants, small farm and domestic animals.
We actively encourage practitioners who promote a healthy lifestyle.
2. **PRODUCTS:** Products sold at Gembrook Market must be made, grown, reared or cooked by the registered Stallholder and/or their associates (i.e. family / friends).
There may be some exceptions – at the discretion of the Market Committee.
Where necessary, the number of stalls with the same products will be limited to protect the commercial viability of Stallholders. Waiting lists may apply.
Product Restrictions: No treated pine or unsealed MDF products and no new imported goods.
3. **COMMUNITY GROUPS:** Our July Market offers local community groups the opportunity to fund raise by having their own 'trash and treasure' stall at this market only.
4. **(A) SET UP & VEHICLE MOVEMENT:** Set-up of stalls is from 7am with vehicles off site by 8.30am. Vehicle movement is generally 'one way' within the market and no more than 10km per hr. Vehicle access to stallholder sites is not allowed between the hours of 8.30am and 2pm.
Stallholders are required to remain for the full time of the Market.
During market hours, if a vehicle must be moved, a volunteer wearing a 'safety vest' will 'walk the vehicle' out of the market.
4. **(B) SET UP WITHIN THE COMMUNITY CENTRE:** Set up of stalls is from 7am. Your car can be parked near the entrance doors while goods are taken inside the building. Once your car is unloaded, we request that your vehicle be moved to the parking area before you start to 'set up' your stall. Market volunteers may be able to assist you with unloading and packing up at the end of the day. Tables and chairs are available inside the hall. Please help with set up and pack up where you can.
5. **PARKING:** Stalls with a vehicle space are limited. Stallholders may not leave cars on non-vehicle sites.
Stallholder parking is available.
6. **STALL SIZE** Standard stalls are 4m frontage x 3m depth. Double stalls can be requested. See attached schedule for cost and choice of stall sizes.
7. **STALL APPEARANCE** Stallholders are responsible for maintaining their stall. It is essential each stall is clean and tidy and your space is left immaculate after each event. Stallholders must confine their displays and signs to the stall site and keep pathways clear. When/if you sell out before the close of the Market, please write a 'sold out', 'see you next time' or similar note to inform disappointed customers.
8. **PAY IN ADVANCE** Stallholders can save by paying in advance. Paying in advance will usually allow you to keep the same stall site. The market committee has the right to alter the site location for those stallholders who pay one month at a time.
9. **NON ATTENDANCE** It is the responsibility of the stallholder to give 48 hrs. notice if they are unable to attend on market day.
10. **SUB LETTING** The Stallholder is not permitted to assign or sub-let all or part of the stall.
11. **TERMINATION** The Gembrook Market Committee reserves the right to terminate any Stallholder due to non compliance of terms and conditions.

12. **ELECTRICITY AND GAS:** Powered sites are limited and power outlets may only be used with the permission of Management at \$3.30 per market.

- α) Stallholders must ensure that all electrical equipment and leads be tagged in compliance with relevant workplaces regulations.
- β) Stallholders must ensure that all gas appliances are approved and in date.
- χ) Stallholders using gas/electrical appliances are encouraged to have a suitable fire extinguisher or fire blanket on site.
- δ) It is the responsibility of the stallholder to ensure they conform to any safety and compliance standards pertaining to their equipment.

13. **FOOD STALLS** Potential Stallholders wishing to sell products for human consumption must apply to Gembrook Market and be advised if there is a vacancy All food stalls are encouraged to use recyclable containers/utensils.

- a) It is the Stallholders responsibility to apply to Cardinia Shire's Health Department for registration. Phone customer service on 1300 787 624 and obtain and pay any registration required.
- b) Gembrook Market must receive copies of your current Food Act Registration certificate and your Food Handlers certificate. The person who holds the food handler's certificate must be in attendance at the stall.
- c) Food stallholders must comply with any local, state & federal health regulations and food acts.
- d) Stallholders selling alcohol (bottle only) must supply copies of their liquor license on Market day. Advice re licensing call: 1300 182 457 or visit www.vcqlr.vic.gov.au
- e) Failure to comply with health department standards and regulations may result in immediate closure of stall and future stalls may only be reinstated once Management are satisfied all standards and regulations have been adhered to.

14. **PACKAGING:** We encourage the use of environmentally friendly packaging/bags. No new plastic bags unless they are biodegradable or compostable.

15. **INSURANCE:** Public Liability: Each Stallholder must carry Public Liability Insurance with a minimum cover of \$10 million, either by: Providing a copy of their current personal market insurance; or purchasing, **Gembrook Market's public liability insurance** for an additional \$10.00 per market.

Stallholders must report to the Management any incident or accident to any person or property that involves loss or could be expected to give rise to a claim.

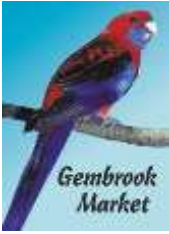
16. **DAMAGE TO STALL HOLDER PROPERTY:** The Market Committee shall not be held liable for the loss of, or damage to, the Stallholder's property while on the Market site.

17. **APPLICATION PROCESS:** Please return your application form on market day to the Market Coordinator.

Other documentation and **stall fees** will be collected during market hours by an authorised market volunteer coming to your stall.

The Gembrook Market Committee has the right to refuse an application, or prevent an

existing stallholder from altering their products.



Gembrook Market Inc. Inc No A0029524K

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 Gembrook 3783
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Please fill out and bring with your Payment on Market Day

Name of Contact Person:	
Trading Name	
Address:	
Postcode:	Website:
Phone:	Mobile:
Email:	Fax:
Requested Market Date:	

Booking preference: (tick)	1 month / casual	3 mths	6 mths	12 mths
What stall size do you require (see attached schedule)				
Do you require electricity at \$3.30 per Market			Yes	No
Do you require Market Public Liability Insurance at \$10.00 per Market			Yes	No

Please list the products you intend to sell and indicate the seasonal availability of any fresh produce.	

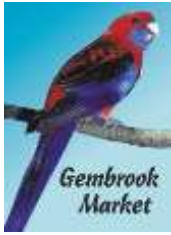
Copies of relevant documentation (if applicable) are attached as follows: Yes or No	
Current Public Liability Insurance Policy minimum \$10Million cover.	
Liquor Licence	
Food Act Registration Certificate	
Food Handlers Certificate.	

I acknowledge that I have read and understand the terms and conditions as detailed in the stall holder kit.

Applicant Name _____
Signature of Applicant _____ **Date** _____

Market Committee Use Only - (tick when documentation received)	
Current Personal Stallholder Public Liability Insurance Policy for minimum \$10million cover.	
Liquor Licence	

Food Act Registration Certificate.	
Food Handlers Certificate	



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Stall Size & Fee Schedule as from 1st May 2012

STALL CRITERIA	1 Month & Casual	3 months	6 Months	12 Months
Standard Stall 4m x 3m	\$30.00	\$75.00 (25 p.m.)	\$150.00	\$300.00
Double Standard Stall 8m x 3m	\$55.00	\$150.00 (\$50 p.m)	\$300.00	\$600.00
Half size stall 2m x 3m	\$20.00	\$55.00	\$110.00	\$220.00
Public Liability	\$10.00	\$30.00	\$60.00	\$120.00
Electricity	\$3.30	\$9.90	\$19.80	\$39.60

All prices are inclusive of GST

- Outside Stallholders are required to provide their own weather shelters, tables, chairs etc.
- Limited shelters are available on request for a fee of \$10.00 hire per market
- Tents, covers and all stall equipment **must be secured** at all times

Enquiries: contact Market Coordinator on 0437 664 121

Please make sure you leave **contact details** with your message

Revised 16th October 2017