



Glenwood Community Day Stallholder Terms & Conditions

AS A STALLHOLDER, I UNDERSTAND THAT:

- All applications are subject to approval by Glenwood Community Day Committee. No applications will be considered without completed forms and payment made in full.
- The Market organiser reserves the right to accept or refuse a Stallholder's application on whatever grounds deemed acceptable at their discretion.
- If my stall is not selected for a site at the Glenwood Community Day, I will be notified and refunded my application fee.
- I understand that stallholder fees must be paid in advance and are non-refundable in accordance with the Terms & Conditions above.
- I am aware that I will receive a request for payment via the email address I have given in this application and those fees will be due within 2 weeks or my site will be reallocated.

STALL SET UP/PACK UP:

- Sites are 3m x 3m for single sites. Double sites are 6m x 3m. All sites will be allocated prior to the event; however, the Market organiser reserves the right to set the location of sites and Stallholders up until the morning of the event.
- All Stallholders are required to provide their own tables, chairs and equipment they require on the day, including their own marquee. It is the Stallholders responsibility that the stall setup complies with OH&S requirements.
- Stalls are not to exceed allocated space. All stall equipment including signage must be located within the stall site boundaries to allow the public to move freely around stalls.
- There will be no mains power available on site. Any Stallholder who requires power must provide their own generator. Any electrical equipment must have current test and tag.
- Stallholders should be considerate of other stallholders during the course of setting up/dismantling and activities during the course of the event.
- Stallholders must follow instructions from event organisers and event volunteers throughout the course of the event.
- At the end of trading please ensure that all goods are packed and ready to transport before bringing vehicles to the stall site for loading. No vehicle movements permitted inside the event site until 3.15pm.

ACCESS/VEHICLES/TRAFFIC MANAGEMENT:

- Event time is 10am to 4pm.
- *Bump-in:* Setup times are between 6am and 8:30am on event day. Entry gate closes at 8:30am.
- If you cannot arrive at the nominated time you must park off-site and trolley your stock in from there.
- All Stallholders vehicles must comply with the Traffic marshal's directions.
- *Bump-out:* Gates WILL NOT open for stallholder exit until the Market Manager has ensured that the general public are no longer present. This will be approximately 3:15pm. We would appreciate patience as we ensure that our safety obligations are met.
- There are to be NO cars left on the school premises, once you have un-loaded, all cars are to be parked in the street or staff car parks which accessible via Gates A & D.

INSURANCE:

- You must hold your own public liability insurance for no less than 10 million for general traders and 20 million for food traders. Stallholders selling food are also required to hold product liability insurance. If you have not sent a current certificate of currency by four weeks prior to the event you will not be allowed to trade. Casual stallholder insurance is available through many insurance companies.
- Applicants who children's rides must hold their own insurance and provide EOVM with a certificate of currency in respect to that policy when applying.
- All ride/amusement operators are required to submit a risk assessment with their application.
- Our insurance policy does not cover any businesses who are setting up stalls, or products liability.

MARQUEE WEIGHTS COMPLIANCE:

- It is a requirement that all marquees have weights attached at all times.

EMERGENCIES

- In the event of an Emergency on site such as an Accident or Fire please follow the Emergency Evacuation signs
- An evacuation plan will be forwarded to all stallholders on the day.

COVID-19 REQUIREMENTS FOR STALLHOLDERS:

- Stallholders should not attend if feeling unwell.
- People who are at high risk of COVID-19, recently returned from overseas and anyone who is unwell or showing symptoms of COVID-19, cold or flu is advised to stay home and not attend the markets.
- Social distancing of 1.5 metres is required by all staff, stallholders and patrons - market staff and stallholders are to remind patrons to maintain distancing.
- Stallholders must have hand sanitiser available at their stall.
- Mask wearing is strongly recommended for all market staff and stallholders.
- Staff, stallholders and patrons are advised to wash/sanitise hands regularly.
- Stallholders are advised to clean all products that have been touched and stall surfaces regularly with appropriate strength cleaning products.
- Stallholders are encouraged to have cashless facilities for payment.
- COVID-19 safety signage will be attached to your stall by market staff and displayed throughout the market.
- QR code sign in will be put in place for stallholders, patrons, and market staff.

CANCELLATIONS:

- As this is an outdoor event there are no refunds or credits in the case of Force Majeure events or circumstances beyond the reasonable control of the organising committee which prevent or disrupt the event such as acts of God, war, rain, hail, fire, explosion, civil disobedience, or legislation not in force at the date of this document (eg. COVID-19).
- Should you make the decision not to attend the event after your application and payment has been processed, a refund will only be issued if the cancellation is received at least 30 days prior to Market Day. No refunds are given for cancellations received after this time.
- All cancellations must be sent via email to communityday@harmanfoundation.org.au with CANCELLATION in the subject line.