

Maribyrnong's Community Market

Terms and Conditions

The aim of the Community Markets is to provide an opportunity for local artists to show and sell their crafts, small local businesses to promote and sell their products and for local community members to on-sell items they no longer require. The market also provides a venue for community members to engage with each other.

The market will be inside the Centre using the Main Hall, Dining Area and Recreation Room and will consist of between 35 – 45 stalls. **There is the possibility of having stalls outside. Outside stall holders will be required to have their own public liability insurance, marquee and tables. If you would like an outside stall please contact us to discuss this.**

Stalls

- Stall holders will be accepted on a “first in basis” in each of the categories listed on application form to ensure a good mix of stalls is available to the public.
- The only homemade food stalls will be for produce such as jams, chutneys, cakes etc.
 - All goods are to be clearly labelled with ingredients and list any identifying allergens
 - Food stall holders are required to be registered on streetrader – proof of registration to be provided with application form.
 - Food stall holders are to adhere to Food Safety / Handling regulations.
- If you are selling a commercial product, you are required to provide details on your application form to ensure that we only have one of a brand at the market. Ie Enjo products, make-up brands, children’s clothing.
- Stall holders will be provided with one trestle table (180cm x 75cm) and maximum of 2 chairs
- Stall holders are discouraged from providing their own tables however can bring 1 clothing rack or small stand to go alongside their stall. **If you are bringing a rack or stand with you, please indicate this on your application form.**
- Any other alterations are to be discussed with Centre staff prior to registering.
- In the week leading up to the market, the Centre will contact all stall holders via email to notify of set up time on the day of the market.
- After stalls have been set up, stall holders are to remove their car from the Centre Carpark to allow the public access to the carpark.
- We will aim to have a local artist or group perform at each market to add to the atmosphere.
- Stall holders will receive an email within 3 working day of submitting their application form confirming that their form has been received and advising whether they have been allocated a stall or placed on the waiting list.
- Stall holders with Facebook are encouraged to like our Facebook page where the market will be listed as an event and then share the event on their page as a way to promote the market.
- In the best interest of the market and as a courtesy to fellow traders, early departures will not be permitted.

Fees

- **The cost of each stall is \$25 for stall holders with Public Liability Insurance or \$30 for stall holders who do not have Public Liability Insurance**
- **If booking for all 4 markets you will receive a \$20 discount**
- Stall fees are to be paid within 7 days of confirmation of your stall allocation.
- If payment is not received within the 7 days, the stall may be offered to others on the waiting list.
- **Please note, should you withdraw from the market, we are unable to refund/transfer stall fees. Stall fees will not be transferable to another market date.** Please advise us as soon as possible should you need to cancel your stall, so that we can allocate to others on the waiting list.
- Payment for stalls can be made via cash, credit card or EFTPOS up to 4pm Monday – Friday

Maribyrnong's Community Market

Registration Form

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|--|--|--|-----------------|--|
| Date of Market/s | Please ✓ which Market/s you are booking for 27 March <input type="checkbox"/> 21 June <input type="checkbox"/> 18 September <input type="checkbox"/> 27 November <input type="checkbox"/> | | | |
| Your Name | | | | |
| Stall Name | | | | |
| Address | | | | |
| | Suburb | | Postcode | |
| Phone Number | | | | |
| Email | | | | |
| Category (Please tick which category your stall is) | <input type="checkbox"/> Candles / Aromatherapy | <input type="checkbox"/> Cards / Stationery | | |
| | <input type="checkbox"/> Plants | <input type="checkbox"/> Pottery | | |
| | <input type="checkbox"/> Jewellery / Milliner | <input type="checkbox"/> Children's Toys/Games | | |
| | <input type="checkbox"/> Make-up / Perfume | <input type="checkbox"/> Books | | |
| | <input type="checkbox"/> Clothing – Babies / Children | <input type="checkbox"/> Homemade Foods | | |
| | <input type="checkbox"/> Clothing – Adult / Miscellaneous | <input type="checkbox"/> Second Hand / Pre-loved Items | | |
| | <input type="checkbox"/> Artwork / Photography | <input type="checkbox"/> Food Van – including coffee | | |
| | <input type="checkbox"/> Handicrafts | <input type="checkbox"/> Other | | |
| Type of goods being sold | | | | |
| | | | | |
| | | | | |
| Name of brand (if selling a brand item ie Enjo, children's clothing brand, make-up etc) | | | | |
| Will you be bringing a clothing rack or any type of stand? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Website or Facebook link (for promotional purposes) | | | | |
| Do you have Public Liability Insurance? | <input type="checkbox"/> Yes (please attached a copy of your Certificate of Currency) <input type="checkbox"/> No – note stall fees will be \$30 | | | |
| Are you selling food items? | <input type="checkbox"/> Yes (please attached your permit) | | | |

| Office Use | Stall Fees Paid | | Insurance certificate received | | Date of Payment | Received by: (team member) |
|------------|-----------------|---|--------------------------------|---|-----------------|----------------------------|
| | Y | N | Y | N | | |

Please return completed forms to:
 Maribyrnong Community Centre, 9 Randall Street, Maribyrnong 3032
 or email to maricomm@maribyrnong.vic.gov.au