



Mirboo Country Development Inc.
ABN 52 368 980 914

MIRBOO NORTH COUNTRY MARKET 2019 STALLHOLDER TERMS & CONDITIONS (v2, Apr'19)

Market dates

Markets are held on the last Saturday of every month (excluding December). 2019 dates are as follows:

January 26 th	April 27 th	July 27 th	October 26 th
February 23 rd	May 25 th	August 31 st	November 30 th
March 30 th	June 29 th	September 28 th	

Stall bookings

Stalls must be booked in advance by contacting MCDI's Market Coordinator. Contact details are as follows:

- phone – 0490 884 265
- email – mirboonthmarket@gmail.com

Stall fees

- \$30 per market for a 3m x 3m outdoor site. This fee covers the site only – stallholders must bring their own equipment (e.g. tables, chairs, marquees). Double sites (3m x 6m) cost \$50.
- an extra \$5 per market is payable if using power, or if located indoors within the Grainstore (n.b. stallholders must still bring their own equipment).

Payment

Stall fees must be paid **in advance**, by 5pm on the day before the market. Payment can be made over the internet, or by deposit at any Bendigo Bank branch:

- account name – Mirboo Country Development Inc.
- BSB – 633 000
- account number – 127 424 299
- **Please reference “MKT (stall name)”**, so that there are no complications in approving and allocating your stall.

Please also note that payment of the stallholder fee is taken as confirmation that you have read, and agree to abide by, these terms and conditions.

Set up / pack up

The market runs between 8am – 1pm. Please be on-site by 7:30am for set up, after which time vehicular access to the park will be blocked. The market operates within a pedestrian zone, so drivers must exercise extreme caution while moving their vehicles to (and later, from) their stall site, travelling at walking pace and also using headlights in low-light conditions. Vehicles may be parked behind allocated sites, after which they are to remain stationary until the Market Coordinator gives you specific permission to move your vehicle, or declares the beginning of pack up time (which may be earlier than 1pm, weather- and crowd- dependent).

Your allocated stall space must be left in the same condition that you found it in, as much as is possible. Please treat the grass gently, and take all rubbish and any unsold goods away with you.

Stall allocation

Please advise the Market Coordinator of any special requests regarding location when booking in for the market, but realise that the final decision on which stalls are placed where is entirely in the hands of the Market Coordinator.

Public liability insurance

It is a South Gippsland Shire Council requirement that all stallholders be covered for public liability at the Mirboo North Country Market. Please send a hard copy of your certificate of currency to PO Box 355, Mirboo North VIC 3871, or email a soft copy to mirboonthmarket@gmail.com, and please remember to send us an updated copy with each annual renewal. If you are not covered by your own public liability insurance policy, you can arrange temporary coverage through South Gippsland Shire Council – contact Council’s Risk Officer, within the Risk & Procurement Department, on 5662 9200. Once you have secured the temporary coverage, please forward the certificate to MCDI so that we can approve your place at the market.

Stallholder goods

Stallholders must not offer for sale illegal goods, or goods that the stallholder does not have a legal right to sell. The illegal sale of any goods at the Mirboo North Country Market will be reported to police.

Any electrical goods being sold by the stallholder must have been tested and tagged, and must display a current date on the tag. Products bought and sold at the Mirboo North Country Market are entirely the responsibility of the stallholder. MCDI accepts **no** liability for any stallholder’s goods.

Food & liquor stalls

Food stalls must provide the Market Coordinator with a copy of their current Streatrader certificate of registration.

On site caterers using fire in the open air must provide the Market Coordinator with copies of relevant permits from the CFA: a Schedule 14 permit to cover markets held during the Fire Danger Period, and additionally a Schedule 40 permit to cover markets held on days of Total Fire Ban.

Stalls selling liquor must provide the Market Coordinator with a copy of their appropriate liquor licence.

Hard copies of all documents can be sent to PO Box 355, Mirboo North VIC 3871, or soft copies can be emailed to mirboonthmarket@gmail.com.

OH&S

Stallholders have a responsibility under OH&S regulations to ensure the health, safety and wellbeing of all, and a duty of care to avoid exposing themselves and others to any risk of illness or injury. Stallholders who do not comply with OH&S requirements will be asked to rectify the situation. If the Market Coordinator needs to make repeat requests regarding this, your stall may be closed down and site fees forfeited.

All power leads and electrical goods being used by the stallholder must have been tested and tagged, and must display a current date on the tag. Leads must not lie unprotected across thoroughfares, and power points must not be overloaded.

The Market Coordinator will not be available to assist with loading / unloading of vehicles, so please ensure that you have adequate tools / systems / personnel to deal with the manual handling of your goods.

Any injuries, safety incidents or near-misses must be reported to the Market Coordinator, as soon as practicable and whenever possible whilst still at the market, on 0490 884 265. The Market Coordinator will register the event in the Register of Injuries / Incidents, and follow up as appropriate.

Security

Stallholders are responsible for their own stall security and money. MCDI accepts **no** responsibility for theft, loss or damage.

Promotion

Any images &/or text that you provide to MCDI &/or the Market Coordinator may be used for extra promotion of your stall and the Mirboo North Country Market in forums such as Facebook (<https://www.facebook.com/mirboonthmarket/>) and Instagram (<https://www.instagram.com/mirboonthcountrymarket/>). Provision of quality material will help us do more to promote the market and your place within it!

Refund policy

If a stall is cancelled **before 5pm on the day before the market** (by notifying the Market Coordinator via a phone call, or via text or email **if** you clearly state the name of the stall being cancelled), a credit will be offered for the following month’s market. One-off stallholders will be able to apply for a full refund, but will need to provide the Market Coordinator with written details (account name, BSB, account number) of the bank account into which the refund should be paid. Please allow reasonable time for payment to be processed – MCDI’s volunteers will attend to administrative duties as promptly as they can.

Complaints policy

Complaints should be made in writing and sent to Mirboo Country Development Inc., PO Box 355, Mirboo North 3871. Complaints should include a name and return address. If the matter is of an urgent nature, a telephone number should also be provided. If the complaint is of a personal nature, the envelope should be marked personal and confidential.



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**MIRBOO NORTH COUNTRY MARKET
2019 STALLHOLDER REGISTRATION FORM**

Stall name:	
ABN:	
Contact name(s):	
Phone:	
Email:	
Website:	
Facebook page:	
Instagram page:	
Goods for sale:	

CHECKLIST:

ALL stalls: Tick if relevant items are attached / already forwarded.	Public liability insurance documentation?		Appropriate promotional images &/or text?	
Food stalls: Tick if Streatrader Certificate of Registration is attached / already forwarded.				
Caterers using fire in the open air: Tick if relevant CFA permits are attached / already forwarded.	Schedule 14 permit for Fire Danger Period?		Schedule 40 permit for days of Total Fire Ban?	
Liquor stalls: Tick if appropriate liquor licence is attached / already forwarded.				

DECLARATION:

I / we _____ of _____ (stall name) hereby agree to the Mirboo North Country Market 2019 Stallholder Terms & Conditions, and have attached or already forwarded all required documentation.

Signature: _____ Date: _____