



LOCAL HANDMADE HOMEGROWN

Terms & Conditions Last updated May 2017

These simple rules are to ensure a successful and safe market for all. It is the responsibility of all stall holders to read this document carefully before submitting their application. Making a booking implies that you have read and accepted all current terms and conditions. Failure to comply will leave stall holders at risk of being excluded from any future GrassRoots Markets (GRM). GRM reserves the right to vary any of these conditions at any time without notice.

GrassRoots Philosophy

GRM is about sharing great things from within a local region and providing an opportunity for customers to meet the people behind them. You must make it, bake it, grow it, do it to be a stallholder. Community interaction is a major aim: we encourage you to provide information for customers such as ingredients, growing methods, recipes and contact details. We aim to provide people with options and opportunities to make good choices. We believe in being good stewards of those things for which we are responsible. We value the diversity and individuality of people and intend to take care of our world.

Market Mix

The market should be a diverse and vibrant place, where buyers can interact with growers, producers and crafters. There are currently 15 categories 1. Plants 2. Fruit & Veg (locally grown) 3. Condiments 4. Food to Go 5. Food other 6. Homewares 7. Jewellery 8. Artwork 9. Clothing Kids or Adults 10. Apparel 11. Soap 12. Candles 13. Cosmetics 14. Services 15. Community Groups

Preference will be given on the basis of locality (the closer to the market the better) and quality of product (the higher the quality the better). If you made it you can sell it, if you grew it you can sell it, if you bought it you can't sell it here! Re-selling is prohibited.

As a stall holder we ask you to provide photographs of your work/products/proposed items for sale. These must accompany your application for a stall. Once approved as a stall holder, should you decide to change the mix of products please let us know (and submit photos). The final list of stall holders will be at the discretion of the GRM.

Quality Control

All stall holders must maintain a high quality presentation of their products and stall. Stallholders and GRM have responsibility for quality control over goods for sale. Please ensure that prices are clearly displayed on all items for sale. GRM believes in fair trade and the reproducing or copying of items sold by another stallholder is not allowed. (this does not apply to sale of fresh fruit and vegies).



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Insurance, Permits and Certificates

The stall fee includes basic public liability insurance – if you wish to make a claim you will be responsible for paying the \$1,000 deductible. We do not indemnify that it will be suitable for your needs. We strongly recommend you read the terms and conditions. If you are unsure as to whether it is suitable for your business you may need to seek professional advice and/or your own public liability insurance.

PLEASE NOTE: All food stalls are required to hold their own current public liability insurance, relevant food handling certificates and any relevant permits required to operate a food stall. These must accompany your application for a stall.

Stall holder behaviour

We expect that stallholders will work together to make the market a wonderful place for everyone (market-goers, other stallholders, organisers) and that this will be based on common sense and respect for others, rather than on detailed statements of rules and penalties. Unsafe, unprofessional, unpleasant or negative behaviour is not welcome and will not be tolerated.

Stall holders must remain until the market has finished unless an emergency arises!

If an urgent situation arises, you must contact the organisers, who will escort you and your vehicle out of the market safely.

Community Groups & Local Business'

GRM is passionate about promoting the local Upwey and surrounds community. GRM is a-political and non-religious, though welcomes inclusion of the diversity of local community. Groups are invited to apply for a stall at each market. Like with all other categories, there are a maximum number of sites allocated to community groups, as appropriate per overall bookings for each market.

Community groups are welcomed to share information about what their organisation offers, run fundraising activities (as approved by GRM management prior to the market), and engage in community consultation activities for the sole purpose of gathering information to take back to the community group for the purpose of future planning and engagement.

No group is permitted to push policies, advocate for policy change, push religious or political views, or engage in bullying behaviour to patrons, stall holders, or GRM staff. Any stallholders or staff of stalls found doing so will be required to shut down the activity or stop the behaviour, with future attendance of the group at the discretion of the GRM management.



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Being safe and responsible

Stall holders must:

- Ensure that shelters and umbrellas are securely weighted and cannot not blow away in the wind
- Not cause damage to any lawns, plants, garden beds, or remove or destroy any plants if occupying an outside stall
- Not cause damage to any walls, fixtures or floors if occupying an inside stall
- Not spill or pour hot water onto any lawn or garden area
- Not stack goods on walkways or outside of their stall area
- Ensure that cabling is waterproof and complies with relevant regulations and standards. Cables must not cross any walkways or driveways and adhesive tape is prohibited on walls or floors.

What to bring

Stall holders must provide their own tables, chairs, shelter (gazebo, marquee, umbrella etc.), marketing material and any other equipment needed to operate their stall. No equipment is available for hire. The base of your tent or gazebo cannot be wider than 3m x 3m for an outside stall. If your shelter is larger than this you will be required to hire more space.

**It is imperative that shelters are secured and weighted down. Bring your own sand, metal bases, and large weights. Sites may require for stalls to share weights

Site allocation

GRM reserves the right to move stall holders to another site if it is deemed beneficial to the market. In order to maintain standards, GRM reserves the right to refuse entry to any stall holder, whose quality of goods has significantly deteriorated from pre-approved items, or items for sale differ from those pre-approved items, or items have been copied from another stall holder.

Parking / Vehicles

Other than emergency vehicles, no moving vehicles are permitted into the market space during market hours. Stallholders must follow parking instructions provided.

Limited parking is available to some onsite stall holders, this is available on a first come-first in basis. All other stall holders will be required to remove their vehicles at least 30mins before the opening of the market.



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Rubbish

Stall holders are responsible for removing all rubbish from or adjacent to their sites. If you bring it in, please take it with you. Food stalls with take away food are required to provide lined bins in front of their site. Any stall leaving rubbish for removal by GRM will be liable for a \$50 cleanup fee.

Environmental position

The use of new plastic bags is strongly discouraged. Please provide paper bags, bags for sale, or reused plastic bags. Customers will be encouraged to bring their own bags.

Food Safety

Food vending vans must carry a registration certificate issued by the Municipal Council for the area in which it is garaged. Food Stalls and Vending Vans must comply with the Regulations of the Municipal Council, including obtaining a permit to operate a temporary food premises.

Sub-letting

Sub-letting of stalls is not permitted without written approval from GRM.

Emergency Procedures

In the event of an emergency, please follow instructions from GRM. Please report all emergency incidents.

Cancellations

If you cannot attend as planned, please give us as much notice as you can. Refunds will be granted as follows, if you have any questions, please contact us:

Markets	
Notice	Refund available
4 weeks or more	full refund of stall fee less \$10 admin fee
2-4 weeks	50% refund of stall fee less \$10 admin fee
Less than 2 weeks	no refund
No show on the day without notice	no refund, stallholder must reapply for future markets

Thanks for your respect of the GRM terms and conditions.