

## MT WAVERLEY VILLAGE ROTARY MARKET - 2017

### STALLHOLDER INFORMATION

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*(All stall charges from the market go to worthy causes in the community)*

#### MARKET ADDRESS

Hamilton Place (Near Ritchies IGA)  
283 Stephensons Road  
Mount Waverley Vic 3149

#### OPERATING TIMES

The Market is held **every second Sunday of the month** (except January when the market is closed)

New stallholders, report to the Rotary BBQ Van prior to set up

- Set up time: 7 am onwards for regular stall holders  
Pre arranged time for casuals
- Start time: 9 am
- Finishing time: 2pm

#### PRODUCTS WHICH CAN BE SOLD AT THE MARKET

The types of products you can sell at the market are only limited by your imagination.

- Fruit & Vegetables, Eggs, Jams, Chutneys,
- Coffee, Hot Food (See Monash Permits)
- Baked Goods, Cakes, Biscuits, Macaroons (See Monash Permits)
- Woodwork, Furniture, Candles, Melts
- Plants, Flowers, Seedlings, Bulbs
- Arts, Craft, Jewellery, Fashion (adults/children),
- Knitted Goods, Embroidery
- Home Baked Dog Biscuits/Food
- Good quality home goods

#### PROHIBITED GOODS

- Goods which infringe any copyright or registered trade mark
- Alcohol, Cigarettes, any goods or merchandise that cannot be sold by law

## **STALLS**

- Stalls 3mtrs x 3mtrs Approximately
- Stallholders must supply their own marquee, table, chair, promotion signage
- Stallholders must set their stand up in a bright, attractive and professional manner (this market is not trash and treasure)
- Stalls vary, depending on space available.
- There are only a limited number of stalls on the footpath and these are usually occupied by permanent stall holders.
- There is no access to power, gas or water supply.
- There is access to public toilets in the car park and at Ritchies IGA store nearby.

## **FEES**

Fees are charged per stall. Multiple sites are charged at multiples of the base stall fee.

- \$20 permanent stallholders
- A Rotary Member will visit your stall after 9.30am and collect stall fees.
- The fee does not provide insurance (see Licences & Permits)

## **LICENCES, PERMITS & INSURANCE**

- Stallholders selling any foodstuff must operate to the satisfaction of the City of Monash and Council's Guidelines for Sale of Food by Charitable and Community Organisations, Markets Street Stalls and Other Similar Functions. Application forms are available on the Monash Council website
- All stallholders are responsible for their own public liability insurance.
- Market Insurance Providers are listed on <https://www.marketsandfairs.com.au/>
- One recommended site is Auzi Insurance where stallholders can obtain quotes, purchase a policy, pay and receive their documents all on line very quickly. Cover can be for 1 day or 1, 3, 6, 12 months.

The link to use is below:

<https://www.marketstallinsurance.com/market-stall-insurance/quote>

Please read reviews and feedback at the link below:

<https://www.marketstallinsurance.com/testimonials.php>

## **HEALTH, SAFETY & ENVIRONMENT**

- Stall holders are responsible for the safety of the public within their allocated stall area and for the safety of products sold.
- Stallholders must ensure that all shelters, marquees, umbrellas, tables, display boards, etc are adequately secured. Sandbags/plastic water containers/marquee weights may be used as hold downs.
- Stallholders must complete an "Incident Report Form", (available from the Rotary Duty Office at the Rotary Van on site) for any accident or incident involving third parties

## **CLOSING AND CLEAN UP**

- Stallholders are required to remain until official closing time of market (2pm)
- Remove all rubbish and leave the area clean and tidy.
- Bins in the area are only provided for customer rubbish.

## **APPLICATION FORM & STALLHOLDERS INFORMATION**

Application Form & Stallholders Information is available on the website

**Website:** [www.mountwaverleyrotary.org](http://www.mountwaverleyrotary.org)  
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