

ROTARY CLUB OF GEELONG CENTRAL WATERFRONT MAKERS AND GROWERS MARKET TERMS & CONDITIONS - 2024/2025

The Rotary Club of Geelong Central acknowledges the Wadawurrung people of the Kulin Nation, traditional owners of the land on which our market is held.

Market Coordinator Rita Pranson: Tel: 0430 738 331

1. APPLICATIONS

Acceptance and non-acceptance of applications will be at the sole discretion of the Market Manager and will be based on the information given by the applicant on their application, meeting the approved product criteria, quality, product distribution, diversity (market mix) and availability.

Stalls are solely for the use of the applicant unless approval is given for shared stall use.

2. PRODUCTS

Only those goods listed on the application form may be sold unless permission is sought in writing from the Market Coordinator or Market Manager.

NO commercial vendors will be accepted as stallholders. **All goods offered for sale - must be produced by the stallholders themselves - HOME MADE, HANDCRAFTED OR HOME GROWN.**

No secondhand/pyramid/party planning items or purchased items from retailer/e-bay/wholesaler are permitted. All products must comply with Government standards and not be offensive to the public.

Raffle tickets are not permitted.

3. HOURS OF OPERATION

Hours of the market are (weather permitting):

- 9.30am to 3:00pm Spring/Summer (September, October, November, December, January, February)
- 9.30am to 2:00pm Autumn/Winter (March, April, May, June, July, August)

Pack up times are between:

- 3:00pm to 4:00pm Spring/Summer (September, October, November, December, January, February)
- 2:00pm to 3:00pm Autumn/Winter (March, April, May, June, July, August)

Please **DO NOT** pack up any earlier unless organized with the coordinator.

Sites are to be fully vacated within one hour of market closure.

Stallholders who do not comply will forfeit any future site at the market.

4. PARKING AND ACCESS

STRICTLY NO VEHICLES or TRAILERS ARE PERMITTED ON SITE DURING MARKET HOURS - unless PERMISSION is given by Coordinator.

Stallholders are to unload/setup between **7:30am – 8:45am with vehicles required offsite by 9:00am.** Stallholders are to park in an “offsite” legal parking area (**not** in the streets along the Market area).

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5. INSURANCE

Stallholders must be covered by Public Liability Insurance and provide a copy of their policy when they lodge their initial application.

Stallholders are also responsible for updating their public liability insurance when expired by accessing their profile, uploading and changing the date.

Rotary will not provide Public Liability Insurance for those stall holders without their own cover from July 1 2024.

As of 1 July, no stallholder will be able to attend the market without current public liability insurance.

6. BOOKINGS

ALL bookings are to be made through the Rotary on-line booking system – first registering, then gaining approval to be a stallholder (declaring the products you make or grow), then making your booking. Absolutely no “walk-ups” will be permitted.

Regular stallholder(s) and/or those with Public Liability Insurance are required to make site bookings and payment by 3 pm on the Wednesday prior to each Sunday market. Bookings made after this time run the risk of having your preferred site being allocated to another stallholder.

7. SITE FEES

For Single site:

- \$40 per market

For Double sites:

- \$65 per market

Food vendors:

- \$100 per market, **however**, if using a food van, the van cannot exceed 8m in length or an additional site fee of \$100 is required for the additional space.

Movement of Site Fees

- Rotary understand that there are times when a stallholder will not be able to attend the market and will move your site payment forward **provided** you have met the guidelines in point 8, Cancellations & Refunds. Payment will be moved up to a maximum of 3 months forward after which if the stallholder has not attended the market, payment will be forfeited and considered a donation to Rotary.

8. CANCELLATIONS AND REFUNDS

All bookings (new and regular) will close at 3pm on the Wednesday prior to a Sunday's market – with a current Public Liability Insurance Policy.

If stallholders, after making a booking, are unable to attend, they must notify the market coordinator on 0430 738 331 or email by 7pm on Saturday night at the latest.

Failure to notify the Market Manager/Market Coordinator of inability to honour a market booking will forfeit any stall site payment made and become a donation to a local Rotary community project. See Cancellation Policy below.

9. ADVERSE WEATHER

- The Geelong Waterfront Makers & Growers Market reserves the right to cancel the market due to inclement weather or by having to adhere to government directives.
- Management will negotiate with stallholders regarding packing up their stall due to adverse weather conditions for an early departure.
- Management will not be held responsible for any loss, damage or injury whatsoever resulting from adverse weather conditions.

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10. STALL SETUP & EQUIPMENT

Stallholders must provide all equipment needed to set up their stall including site-tables, tents, covers, rubbish bins etc. Sites are approx. 4 x 4 meters. All stall framework should be properly secured at all times, including with both pegs & weights (20 kg per leg).

11. WASTE MANAGEMENT

Each stallholder is responsible for cleaning their allocated site and surrounding area at the end of the day. Stallholders must not put their stall waste in the market bins; please take your own rubbish home. **Contravention of this rule will lead to stallholder being denied future site bookings.**

All stallholders will need to be compliant with the Victorian State Governments Feb 2023 ban on single-use plastics.

12. FOOD STALLS

Sale of food items must comply with City of Greater Geelong health regulations relating to foodstuffs. All stallholders selling food must enclose a permit/letter of approval with their application.

Electrical cords MUST be used in compliance with OH&S standards. Rubber matting/or equivalent to be provided by vendor to cover power leads when laid out & “in use.”

Food must be presented in fully compostable or recycled materials (e.g., packaging, tableware, cutlery, sample trays, cups). Non-compliance will result in an inability to attend the market.

The Market has a very strong preference that straws are not on display and are given out only on request.

13. SITE SAFETY

Please, DRIVE WITH CAUTION at a speed no more than 5kms when driving ON & OFF Steampacket Gardens – using your HAZARD LIGHTS

14. STALLHOLDER CODE OF CONDUCT

Stallholders are expected to conduct themselves in a manner that is fair, professional and that will not bring Rotary into disrepute.

Rotarians live by a code of conduct based on the Four Way Test (detailed below). By their presence at the market, Stallholders agree to adhere to this code and to accept any market decisions made by Market Management based upon it.

1. Is it the truth?
2. Is it fair to all concerned?
3. Will it build goodwill and better friendships?
4. Will it be beneficial to all concerned?

Stallholders also are reminded of their liability under copyright laws regarding the originality of their goods. Loud product promotion by stallholders (spruiking) is not permitted.

All correspondence, other than site bookings and payment, must be via email to:
waterfrontmarketgeelong@gmail.com

15. MARKET MANAGEMENT RESPONSIBILITIES

The Rotary Club accepts no responsibility for loss or damage to goods or injury to any person during any market.

Management reserves the right to undertake any of the following actions:

1. Re-locate a stallholder to another stall within the market.
2. Require the stallholder to remove from sale any goods or services offered by the stallholder which are not approved products; or
3. Request that the stallholder undertake any reasonable measure to improve the safety of the stall or to raise the presentation level of the stall and its products.

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16. CANCELLATION POLICY

- Cancellation by stallholders prior to the release of the stallholder site map/allocation on Friday at 5pm shall be allowed to move their payment to an upcoming market with no penalty.
- Stallholders who cancel after Friday 5pm but before 7pm Saturday night prior to the market will incur a \$10 administration fee with the balance being moved to a future market date (not to exceed 3 months unless agreed to by Market Manager or Market Coordinator).
- Any cancellation after 7pm on the Saturday night before the scheduled market, will result in forfeiture of payment.
- Any Stallholder who has paid in advance and fails to attend three consecutive months without a legitimate reason and who has not made contact with the Market Coordinator will forfeit their stall funds.
- An administration fee of \$10 will be charged on all site refunds.

17. ACCEPTANCE

The stallholder agrees to the terms and conditions as set forth by Rotary when the stallholder books their site. The terms & conditions have been made accessible in the stallholder profile. Any questions, concerns prior to booking should be addressed via email: waterfrontmarketgeelong@gmail.com.

Email: waterfrontmarketgeelong@gmail.com

Facebook: [Geelong Waterfront Makers & Growers Market](#)

Website: <https://geelongcentralrotary.com/sitepage/waterfront-market>