

ROTARY CLUB OF GEELONG CENTRAL  
WATERFRONT MAKERS AND GROWERS MARKET  
GUIDELINES V 1. 2022

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 with 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 3pm Spring/Summer
- 9.30am to 2pm Autumn/winter

Pack up times are between

- 3:00pm – 4:00pm Spring/Summer
- 2:00pm - 3:00pm Autumn/Winter

Please do NOT pack up any earlier unless organized with the Co-ordinator.

**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 – 8:30am** - then park in an “offsite” legal parking area (not in the streets along the Market area).

## 5. INSURANCE

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

If you do not have Public Liability Insurance, or have not supplied a copy of your Public Liability Insurance, you are obliged to be covered under Rotary’s Public Liability cover, and the site fee will increase by \$10.00 per stall per market. This cover will become effective on the Sunday of the booked market and an additional \$10 will be collected on that day.

If you intend to use Rotary's Public Liability Insurance, legislation requires that you must book your site 4 days prior to the insurance coverage taking effect i.e., you MUST book a site before 5pm on the Tuesday prior to the market. No exceptions can be granted at all.

A copy of Rotary's Public Liability Insurance and summary is available on the Rotary Club of Geelong Central's market website

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

By booking the site & paying the additional site fee, you acknowledge that you have obtained a copy, read & agreed to the terms & conditions of cover.

The website also provides instructions should there be a need to make a claim.

## 6. BOOKINGS

**ALL bookings are to be made through the Rotary on-line booking system** – first registering, then gaining approval to be a stall holder (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 stall holder.

For those without Public Liability Insurance, stall bookings must be made and paid for by 5pm on the Tuesday prior to the market to ensure compliance with legislation in regard to provision of Rotary's coverage.

## 7. SITE FEES

**For Single site:**

- \$35 per market (with Public Liability Insurance & can provide a copy) (see section 5 for no PL Insurance)

**For Double sites:**

- \$60 per market with Public Liability Insurance & can provide a copy) (see section 5 for no PL Insurance)

**Food vendors –**

- \$75 per market. with Public Liability Insurance & can provide a copy) (see section 5 for no PL Insurance)

## 8. CANCELLATIONS AND REFUNDS

All bookings (new and regular) will close at 3pm on the Wednesday prior to a Sunday's market for those stallholders who provided a copy of their own public liability coverage.

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/Co-ordinator 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.

## 10. STALL SETUP & EQUIPMENT

Stallholders must provide all equipment needed to set up their stall- 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.

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 O.H. &S. standards. Rubber matting/or equivalent to be provided by vendor to cover power leads when laid out & “in use”**

By Feb 2023 food must be presented in fully compostable or recycled materials (e.g., packaging, tableware, cutlery, sample trays, cups). Non-compliance will result inability to attend the market after Feb 2023.

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. STALL HOLDER CODE OF CONDUCT

Stallholders are required to conduct themselves and their stalls in a seemly manner & within COVID-19 protocols prevalent for the month of the market, as listed on the Victorian Dept of Health website:

<https://www.health.vic.gov.au/covid-19/directions-issued-by-victorias-chief-health-officer>

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 in regards to 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](mailto: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.

## 16. CANCELLATION POLICY

Cancellation by stallholders prior to the release of the stallholder site map 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 the Saturday night prior to the market will incur a \$10 administration fee with the balance either being moved to a future market date.

Any cancellation after 7 pm on the Saturday night before the scheduled market, will result in forfeiture of payment.

