

Williamstown Christmas Twilight Market

Application Form

John Morley Reserve | 5 The Strand

Friday 22nd December 2023

Market open 3pm-7pm

Perfect event for all the family!

The following Stallholders are required, arts, antiques, jewelry, photography, crafted, fair trade, fashioned goods locally made, beauty products, kid's clothes, limited food.

Please fill in the Application form to the email address below for approval. Payment is required in advance upon approval.

Cost is **\$80 for a 3X3 meter** stall space plus one car at back of stall \$40 for an extra's stalls with one car.

Contact eileeno2013@gmail.com Mobile 0412910496

Contact Name	
Stallholder document submission requirements Driver's license, public liability Insurance cover ten million dollars, photo of goods. All persons on stall must have proof of double vaccination, have health Covid Risk Management plan. All Food stalls must provide copies via email of: <ul style="list-style-type: none">• Local City Council Health Dept. Food Handling• Food checklist Certificate / Food Trader• Public Liability certificate• Statement of Trade• Vaccination certificate, health Covid Risk Management plan Stallholders must carry all paperwork on board to each market. Each market is a separate operation with their own application & payment.	
Address	
Contact Details	Mobile
	Email address
Type of Stall Please send stall photos via email to eileeno2013@gmail.com	
Signature I have read & understand page 2 Rules, including no power provided	

- 1. Application:** please include a photocopy of both sides of your Driver's Licence, Public liability Insurance & photo of goods. Applications are to be resubmitted on yearly basis. See No 9 for food signage and labels.
Insurance: Our Public Liability Insurance covers the overall operation of the Market. All **Stallholders need your own Insurance cover public liability for Ten million dollars Covid Plan and Vaccination Certificate.**
- 2. Stall Location:** Booking of space and positioning of stallholders are the responsibility of the Market Manager.
Stall Size: We provide a 3X3 meter space only no equipment with a free car space behind your stall. Cost is \$80 for a single 3m X 3m site, (\$40 for an extra space) and one car only. The display of goods and operation shall be confined to this space will not encroach other Stall Holders. **Payment: are** required in advance to secure stall space. Please contact Market Manager for Payment Options booking only accepted on payment.
No Refunds: If you have booked a place and are unable to attend, please advise Market Organizer 041291046 ASAP.
Alcohol: is not allowed to be consumed within the Market
- 3. Dogs: Customers are only allowed to have a dog (on a leash)**
- 4. Stall Safety:** Stallholders must ensure all their display equipment, tents, tables, are securely fixed (e.g. with sandbags / weights, no tent pegs).
- 5. Stall Appearance:** All stallholders are requested to maintain their stall in a clean and tidy manner and must take home all unsold items, boxes paper and wrappings. **Stall Set up & close and clean up:** No exit before Market finishes under circumstances.
- 6. Stallholders** will be issued with an arrival time from 2pm and allocated a number via email. Bump in will occur in 15-minute hour segments. If you arrive before your allotted time you will be asked to come back at correct time. If your number is up and you are late, you will lose your place, and a place will be allocated to you when one arises. Setup from 2pm market open at 2pm close at 9pm sharp; clean-up 1 hour after without exception. When moving on site must have hazard lights on and travel at walking pace (on arrival and exit). A marshal will direct you to your allotted space. Your car is to be parked parallel behind Marquee/ stall.
- 7. Market Cancellation or Early Finish:** will be decided and advised only by the Market Organizer. Cancellation of the market will only occur under extreme circumstances and is at the discretion of the Market Manager. **Stall Holders are not permitted to pack up early under any circumstances.**
- 8. Food Registration Only:** Upon application Market Management need copies from your Local City Council Health Department, Food Handling Certificate & Public Liability Certificate also registration required on: <https://streatrader.health.vic.gov.au> which has been changed Signs and labelling with ingredient and use by date.
- 9. Stall Food Safety Council Requirements:** Food safety program available, monitor record of high-risk food stored at ambient temperature, warm water for hand & utensil washing facilities, ground cover, bin with bags all waste taken with you, so we leave everything as we find it. Stallholders must ensure all their display equipment is clean.
- 10. Must not be sold under any circumstances** Pets or fish, ANY COUNTERFEIT or COPIED or STOLEN or illegal goods, tobacco, firearms, explosives, poisons or pornography, electrical goods cannot be sold. Stallholders are responsibility for complying with laws and regulations relating to goods for sale.
- 11.** The Market Management shall not be liable for any person using these premises for personal injury or loss stock or damage whatsoever arising whether by negligence or otherwise incurred or suffered by that person.
- 12.** Please refer any complaints to Eileen- market manager 0412 910 496. Do not approach other stall holders in a negative manner. We wish for the market to be a friendly and happy place.
- 13.** The Market Management reserves the right to refuse admission to the Market to any person without giving any reason, to eject any person with his/her goods and chattels without giving any reason. This decision is final and binding. Stallholders are responsible for complying with all laws, rules and regulations at the market also relating to the food offered for sale.