



Merri Community Shed

November 2024 Craft Market Stallholder Terms and Conditions



Acknowledgement of Country

MerriCS acknowledges the Wurundjeri Woi-wurrung people as the Traditional Owners and Custodians of the lands and waterways in the area currently known as Merri-bek. We recognise their continuous connection to culture, community and Country and embrace their traditional and contemporary cultural and creative expression. We pay our respects to their Elders past, present, and emerging, and to all First Nations people who are part of the community today.

About the MerriCS Craft Market

The inaugural MerriCS Craft Market is a fundraising event held by the Merri Community Shed at their Shed location in central Coburg. The event will be held on Shed Rink 1, previously used by the now closed Coburg Bowling Club.

The Venue

The venue for the MerriCS Craft Market will be MerriCS Community Shed Rink 1, 19 Harding Street, Coburg.

The market will run on **Sunday 24th November, between 2:00pm and 7:00pm.**

Marquees and weights are mandatory

It is mandatory for all sites to:

- Have a marquee for sun and weather protection
- Marquee weights of at least 20kg securely attached to each marquee leg

All marquees brought onto the site must be high-quality, durable and designed to withstand outdoor conditions with correct marquee weights. No pegging of marquees is allowed. All sites are inspected for safety before any trade can commence. Marquees and marquee weights are not included in Stallholder fees.

Stallholder Fees

Stallholders are charged fees for 3 by 3 metre sites, at a fixed rate per stallholder of \$50.00. Fees must be paid to MCS prior to day of Market, otherwise entry may be refused.

No refund is available for no-show Stallholders.

Lighting and Power

Stallholders should provide their own independent source of lighting, power and payment method. No power will be available on the site to run lights or other equipment.

Insurance

Stallholders must have public liability insurance. This will cover them for the activities they undertake at the market. A copy of the public liability insurance Certificate of Currency may be requested from stallholders.

Site Management

Setup and Packdown

The site will be open for set up from 12.00pm[noon] on the Market Day. Access is restricted to a 1-metre-wide pedestrian gate, all equipment and product will enter via this gate through the adjoining carpark. Stalls must be completely set up and ready for trading a minimum of 15 minutes before the event opens to the public.

There is no vehicle access to the site.

Security

Stallholders will not be able to leave any items (such as marquees/equipment) on-site after the market closes, stalls and stock are to be packed down and removed from the site by 9pm.

Site Information

Stall sites will be allocated on a first come first served basis. While all care will be taken to ensure all sites are equally accessible to the public, no stallholder is guaranteed a preferred place.

Accessability

MerriCS Craft Market is built to be accessible by all. Stallholders should consider accessibility with care. Stalls should be designed to ensure heights allow for wheelchair users and include clear visual displays with text and pictures, and highly readable colours and font sizes.

Waste Management

Stallholders are responsible for managing their own waste generated throughout the event. Stallholders must remove all waste from the site including waste, recycling and cardboard. General Waste, Mixed Recycling, Glass and FOGO Bins will be provided **for general public use only**.

Water

MerriCS Craft Market will provide water that can be used by stallholders for drinking and filling containers. There will be no access to hot water on site. Stallholders needing to clean and sanitise equipment will need to bring their own water storage.

Handwashing Facilities

Stallholders that require hand washing must supply their own hand washing facilities.

Safety

Stallholders are required to operate safely and adhere to any applicable safety regulations and guidelines.

Smoke Free Market

Smoking is not permitted on the event site.

Alcohol Free

MerriCS Craft Market will operate as an alcohol-free event. No alcohol can be sold or provided by the stallholders to the public.

Sustainable Market

MerriCS Craft Market adheres to the Merri-bek City Council Plastic Wise Policy. Stallholders are required to minimize their use of packaging and produce. [Click this link to find more information and a copy of the](#)

[Plastic Wise Policy, via the Merri-bek City Council website.](#)

The following items are not permitted at the event:

- Balloons
- Single-use plastic including bags, bottles (e.g., water, soft drinks), cups, plates, bowls, straws, cutlery, and takeaway containers
- Non-recyclable packaging
- Compostable plastic cups, plates, bowls, straws, cutlery, and takeaway containers
- Avoidable plastic packaging like cling wrap, plastic bags, or similar

Please use reusable event materials like promotional banners and flags whenever possible.

Terms and Conditions

- The Event Manager, at their discretion, may direct a stallholder to leave if their behaviour is deemed offensive or unsafe. If a stallholder is directed to vacate a site, any fees paid will not be refundable.
- Stallholders must be available to trade between 2:00pm and 7.00pm on the Market afternoon.
- The Event Manager reserves the right to cancel the event under any circumstances that pose a reasonable risk to stallholders, the public or staff (including inclement weather on contingency dates). In this case, there will be no refunds for any fees incurred by stallholders.
- Stallholders must remain on-site for the duration of the event. No early pack-up is permitted.
- Stallholders must abide by any lawful direction by event staff on the day of the event.
- Stallholders must maintain the highest possible standards of presentation and service.
- Please note that all electrical equipment must be tested and tagged by a suitably qualified person before being brought to the event.

Privacy and Declaration

Merri Community Shed Inc. values your privacy and has a policy in place to handle your personal information. By submitting this form, you authorize the council to collect and use your information for assessing your application, administering your license, providing references for future tenancy applications, and promoting the market. Your information will be kept confidential unless required by law, and you can request access to it. Please ensure you have read and understood these terms before submitting your application.

By submitting an expression of interest:

- You have read the above and acknowledge the collection and use of your personal information as outlined above in this document;
- You have read and understand this document and agree to its terms;
- You are a permanent Australian resident;
- You are not currently an insolvent or a bankrupt pursuant to Bankruptcy Act 1966;
- To the best of your knowledge the information you provide is true and correct in every detail at the time of making an application; and
- You understand that if you fail to attend, you will not be refunded your stallholder fees