

Denmark Arts Markets Terms & Conditions of Trade 2021-22

Please read these terms and conditions carefully. By trading with Denmark Arts Markets you agree to be bound by the Terms and Conditions below.

1. General Rules and Conditions

- 1.1. Please read the current Stall Criteria & Costs of Trade. By applying you agree to the information outlined in the document.
- 1.2. Allocated space is 3x3metres, or in the case of ½ stall 1.5x3metres. You must trade within this allocated space. The half stall option does not accommodate a marquee. If there is space alongside your allocation it can only be used if it is not part of the walkway, and with market management agreement. If required, please inquire for availability and costs for larger or smaller stall sizes.
- 1.3. The Denmark Arts Markets is an open air market that trades in all weather. Stallholders must be prepared to trade in all weather conditions. Refunds are not given for inclement weather.
- 1.4. All stallholders must trade from 9am to 3pm. Stallholders should be set up by 8.45am. Pack down is no earlier than 3pm.
- 1.5. Market stalls to be operated by the person/people or organization who booked the stall.
- 1.6. No vehicles allowed in Berridge Park. Unloading of vehicles is via a closed Hollings Rd. There are exemptions for food vans or traders with prior consent from Markets management.
- 1.7. Stallholders are asked to leave their site and general surround free of rubbish throughout the day. Separate your rubbish into general waste, recycling and compost and dispose of in bins provided accordingly
- 1.8. SALE or SPECIAL signs are not allowed.
- 1.9. Stall positions are allocated at the discretion of management. We do not guarantee you will have the same site at each event.
- 1.10. Approved stallholders are issued an invoice on acceptance. The principle stallholder must be a current member of The Denmark Arts Council. If not a current member at time of application, this fee will be added to the invoice for payment (individual membership is \$25pa).

2. Insurance

- 2.1 ABN Stall holders must have their own Public Liability insurance. Hobbyist (with no ABN) are covered through their Denmark Arts Membership.
- 2.2 If you are selling the following (ABN and Hobbyist) you must have Product Liability Insurance:
 - Cosmetics, and beauty products
 - Medicine, potions, oils, fragrances and soaps
 - Massage or other body therapies (Indemnity Insurance)
 - Food products

3. Products and Services

- 3.1. Stallholder to be main contributor in production of products for sale.
- 3.2. Denmark Arts Markets Coordinator requires notification of any changes to stall product prior to the commencement of the market, and changes must not vary significantly from the original application.
- 3.3. All products must comply with relevant safety and compliance standards.

4. Packaging (Environmentally sustainable)

- 4.1 The Shire of Denmark have introduced a policy for sustainability and environmental responsibility. The distribution of single use plastic (straws, bags, cutlery) or balloons is not permitted at any event in the district. Please use home compostable and/or recyclable packaging. Be aware that 'biodegradable plastic' is still plastic!
- 4.2 Single use packaging to be avoided wherever possible. The markets are aiming to fade out landfill waste completely. Please be prepared to take your landfill home.

5. Food vendors

- 5.1 All food vendors (including jams, pickles etc.) are required to obtain a Temporary Food Stall Vendors license from the Shire of Denmark. Robert Ohle at the Shire of Denmark, phone: (08) 9848 0300, email: enquiries@denmark.wa.gov.au.
- 5.2 You will need to provide the Shire with a copy of your food handler's certificate. If you don't already have food handler's certificate then you can obtain one online at www.denmark.imalert.com.au. There is no cost to do this but it is a requirement and should be done at least three weeks prior to your first market date.
- 5.3 According to the Shire's Sustainable Events policy Single-use plastics or polystyrene must not be sold or distributed. This includes but is not limited to: straws, cutlery, plates, cups, bags and cling wrap. This does not include food-safe gloves. Water or any other drinks in single-use plastic bottles must not be provided, sold or distributed.
- 5.4 The markets are aiming to fade out landfill waste completely. Please consider how your food is packed and be prepared to take your landfill home.
- 5.5 Washable, reusable cups and cutlery to be preferred and actively offered. Plastic Reduction Denmark volunteers supply a wash-up trailer on site and distribute clean cups and cutlery to food vendors. We ask you to support this initiative
- 5.6 As a requirement of our Healthway funding, all food providers/vendors must comply with the following conditions:
- No sugary drinks are to be visually displayed. Sugary drink include any beverage which contains added sugar - e.g. soft drink, energy drinks and slushies.
 - Offer at least one healthy 'Green Food' option (confirmed by receiving a menu review by the WA School Canteen Association Inc. [WASCA]). For assistance and assessment you have the option to send your menu to WASCA to carla.florio@education.wa.edu.au

A fact sheet and support from WASCA will be provided to all food vendors to help meet these conditions (available from Denmark Arts website).

6. Stall Set Up and Presentation

- 6.1. Stallholders to supply their own marquee, umbrella, tables and chairs and any other physical requirements needed to conduct their business.
- 6.2. Marquees must be firmly secured with sandbags or water weights made for securing marquees and tents. **Tent pegs/stakes are not to be used!** Do not use bricks or other random weights to secure marquees. Marquees have to be appropriately secure to withstand sudden gusts of wind. Damage caused due to inappropriately secured marquees is responsibility of the stallholder.
- 6.3. Set up is from 5.45am. Stalls to be completely set up by 8.45 and all cars removed from the closed road section of Hollings Road by 8.30.

- 6.4. All stalls using electricity must have a non- domestic Residual Current Device (RCD), into which they run their own leads, unless the equipment within the stall is already pre-wired through a professionally installed cabling system, which has its own commercial grade circuit breakers built in. Power leads and appliances must be kept in a safe working condition and tested and tagged annually. Denmark Arts staff can test and tag on the day for a nominal \$5 per lead.
- 6.5. Gas Bottles must be date stamped and be less than 10 years old, and hoses and fittings should be in good condition and checked prior to use for leaks and deterioration.
- 6.6. Pack-down starts at 3pm, not before, and should be finished by 5pm. The closed road re-opens at 5pm so all vehicles need to be parked 'legally' by then. i.e. not angle parked.

7. Vehicle Access on Market days

- 7.1. Stallholders may gain entrance to the market site at Berridge Park via Hollings Road from 5.30am on market day
- 7.2. No vehicles will be allowed into the grass area. Exceptions are for food vendors that trade from their vehicle or van or with permission of market management agreed on prior market day.
- 7.3. Hollings Road is a **LOADING ZONE ONLY** and will be closed between South Coast Hwy and Walker St from 6am to 5pm. As a stallholder you can enter this closed road area for loading, but not for all day parking.
- 7.4. Designated stallholder parking is available at the southern end of the park near the basketball court and on the grass at Annie Harrison Park, cnr Hollings Rd & Barnett St. Please do **NOT** park your car on Strickland St and in the local business section. Parking in the Denmark Hotel car park is not permitted.
- 7.5.
- 7.6. All vehicles entering the closed off section of Hollings Road for set up need to vacate the closed section by 8.30am. No stallholder vehicles can be left in this area.
- 7.7. Vehicles are allowed back into the closed road section after 3pm for pack down. The road converts back to general public use at 5.00pm. Cars parked illegally after this time may be subject to Infringement notice.

8. Denmark Arts Markets Code of Conduct

- 8.1. Stallholders are to represent themselves, their site and the market in a professional, safe and courteous manner and not to engage in behavior that brings the reputation of Denmark Arts and the market into disrepute.
- 8.2. Stallholders must not engage in conduct that is offensive or of deliberate nuisance.
- 8.3. Denmark Arts Markets is an alcohol, drug and smoke free event. Stall holders must comply.
- 8.4. Stallholders shall observe the directives of Denmark Arts authorized staff at all times.
- 8.5. In case of emergency Stallholders should proceed as directed by staff to designated assembly areas.

9. Refund Policy

- 9.1 A full refund (minus \$20 admin fee) is available only if the market stall site is cancelled no later than 3 weeks prior to market day. The package deal price offer becomes null and void and a refund will be calculated pro rata, including the \$20 admin fee.
- 9.2 Should the markets be cancelled by the organizer Denmark Arts will return all paid fees towards stall costs and power. Membership fees will not be refunded.

10. Covid Safe Events

- 10.1 Please ensure you are aware of and familiarize yourself with the current Covid-19 safety requirement according to your line of business and service at the date of market. Please see the info provided on <https://www.wa.gov.au/government/covid-19-coronavirus>. Market rules and processes may change at short notice according to current Covid-19 regulations. Please assist and adhere to guidance of the Covid Safety Marshalls on duty.
- 10.2 Please provide your own hand sanitizer and encourage cashless transactions where possible.
- 10.3 When applying as a stallholder, you agree to only attend if you are in good health and have not:
 - Travelled nationally or internationally 14 days prior to market date
 - Have any flu/cold symptoms including a sore throat, fever or cough. If you are unwell please *do not* attend the event.
 - Have not come into contact with any confirmed cases or possible cases 14 days prior to market day.

We are looking forward to working together with you for another successful season 2021-2022!