



Stallholder Terms & Conditions



1. Introduction

The Hartley Hall Markets are held at the Hall Showground on the first Sunday of every month, excluding January. Hartley established the markets in 1987. The markets raise vital funds through the stallholder fees, gold coin entry and Hartley food stalls. These comprise of 2 canteens and 2 BBQs, staffed by our dedicated team of volunteers. Each month the markets average 200 stallholders and up to 4000 visitors. Our main focus is on **craft - local, handcrafted, product and produce**. The following *Terms and Conditions*, inclusive of the *Code of Conduct* apply to all stallholders participating in the Hartley Hall Markets.

2. Sites

- Refer to page 2 for site types, dimensions and fees.
- Site numbers must be clearly displayed on all stalls.
- Please ensure that you do not place racks, stands, gazebos or tables forward of your allocated space in order not to block the other stalls and create hazards for customers. Creeping forward of your site is not permitted.

3. Permanent stallholders

- A permanent site may be applied for after the stallholder has attended at least 4 consecutive markets. This needs to be requested in writing to the Market Manager.
- A permanent site may be withdrawn if the stallholder is away for more than 2 consecutive markets, without notification or absent for extended periods of time.

4. Non permanent and new stallholders

- A site card will be mailed out to you (via Australia Post) on the Friday fortnight prior to the markets. A site map with your allocated site will also accompany the site card.
- If you do not receive this information by the Thursday prior to the Sunday market, please call the office so we can reissue this information before the market.

5. Extra information

- No alcohol is allowed at the markets, unless approved by Hartley Lifecare and in accordance to relevant licensing and legislation.
- Stallholders will refrain from selling items that vary from their original *Registration*, unless prior approval (in writing) is provided by the Market Manager.
- Hartley Lifecare does NOT supply stallholders with change. They must supply their own.
- The use of plastic bags in the ACT is not permitted.
- There is an ATM (cash dispensing machine) at the markets.

6. Site categories and pricing

Stall Type	Approx. Size	\$ Cost	Hartley Lifecare Insurance \$10.00 extra	November and December market Prices*
Craft - local, handcrafted product & produce	Craft stall 3m x 3m	\$40.00	YES	\$75.00
Craft - local, handcrafted product & produce	Truck site 4m x 4m	\$50.00	YES	\$75.00
Other as permitted	Various	\$85.00- \$150.00	NO	\$130.00 - \$150.00

*If a stallholder has not attended four (4) markets leading into our peak season during November and December, their site fees will be higher for these 2 markets. Please refer to the pricing above.

7. Payment of site fees

Fees for stall sites must be paid in advance and by the 20th day of the prior month. Unpaid sites will NOT be allocated. Site fees will not be carried forward longer than 3 months. Requests for refunds need to be in writing to the Market Manager for consideration.

To pay the stall fees, you have the following options:

Option 1: Call Hartley Lifecare on 02 6282 4411 to pay via credit card.

Option 2: Pay by Eftpos or funds transfer to our account:

Hartley Lifecare
BSB: 012-984
Account: 496968727
Reference: Your name

To avoid disappointment, please ensure funds are transferred at least 3 working days prior to the payment deadline for each market you wish to attend.

NB: ANZ Banking: If you use ANZ and transfer over the counter at the bank, it is likely that the teller can only enter numbers as your reference. Please use your phone number if this is the case. Please then notify the Market Manager via email or phone so that we can inform the Finance Team. This will in turn help us allocate your money correctly.

8. Cars and stallholder parking

- There is a stallholder parking area on each side of the markets.
- All stallholders who have not been allocated a truck site must park their vehicle in this designated parking area by 8:30am.
- Stallholders should arrive between 6:30am-7:30am.
- Parking elsewhere is a WH&S issue and any incident that occurs with your car or a member of the public in undesignated parking will put Hartley at risk and therefore will have insurance implications.
- Vehicle access to stall sites is only before 8:30am and after 3:00pm. (The Market is advertised as being open to the public from 10:00am to 3:00pm, though many shoppers arrive early).
- Stalls are to remain set up until 3:00pm and not permitted to bring vehicles into the market area until the air horn has sounded to indicate the end of the markets.
- **SPEED LIMIT IS 10 KPH AT ALL TIMES**

9. Bad weather

- AT ALL TIMES OUR FIRST PRIORITY IS THE GENERAL PUBLIC.
- In the event of an emergency, do not panic, refer to the market evacuation plan.

10. Cancellation of market prior to event

Cancellation of the market will not occur until the grounds have been assessed at 6:00am on the market morning. The only exception to this is when the government close the grounds earlier. In this situation, Hartley Lifecare will inform stallholders prior to the market.

Stallholders are responsible for checking if the markets have been cancelled. This can be done by checking the Hartley Hall Market Facebook page in the first instance (<https://www.facebook.com/HartleyHallMarkets>) or by contacting the Market Manager's mobile (0437 602 710) where a cancellation message will be recorded. Furthermore, every effort will be made to contact stallholders in the event of cancellation on the number you have registered with us. Please make sure this number is kept up to date by contacting the Market Manager when it changes so that we have the correct details.

11. Cancellation during a market

It is advisable to have with you some plastic sheeting or other material to cover your product in the event of an unexpected shower of rain and/or dust. When the market has been officially cancelled during the event, you will be advised by Hartley Lifecare staff who will walk around to inform you. When the general public has dispersed from the Market area, **ONLY THEN** will you be allowed to drive your vehicle in or out of the market to pack up. In the event of an emergency or in the need of evacuation, please refer to the *Emergency Procedures and Evacuation Plan*.

12. Leaving the market early

If you would like to pack up and leave before the end of the market, you may do so. However, you must walk your goods to your vehicle. **YOU ARE NOT ALLOWED TO DRIVE YOUR VEHICLE INTO or OUT OF THE MARKET AREA during Market trading hours.** If you have a truck site you MUST wait until after 3pm.

13. Rubbish removal

- Hartley Lifecare does not have the facilities to dispose of stallholder rubbish in addition to public market rubbish.
- All stallholders must clean up the area they have occupied of all rubbish, and take it home with them or a \$50.00 fine will be issued.

14. Hall Market contact information

- The Hall market mobile phone number is 0437 602 710 (market week Friday to Sunday only). Alternatively, you can call the Market Manager on 02 6282 4411 (BH).
- Hartley Hall Markets Facebook page: <https://www.facebook.com/HartleyHallMarkets>
- Email address is hallmarkets@hartley.org.au
- Website <http://www.hallmarkets.com.au/>



Stallholder Code of Conduct



This document:

- Provides stallholders and their accompanying assistants with a set of guidelines and standards that will be followed at all times whilst participating in/at the Hartley Hall Markets.
- Forms part of the *Terms and Conditions* for Hartley Hall Markets Stallholders. A copy of the *Terms and Conditions* can be obtained from the Market Manager.

Stallholders will:

1. Conduct themselves in a manner that is respectful to Hartley Lifecare's stakeholders, including people with disability, volunteers, Hartley Lifecare employees, other stallholders and members of the public who attend the markets. This includes refraining from using offensive language, making unreasonable demands and displaying racist or discriminatory behavior. Behaviour that could lead to Hartley Lifecare being brought into disrepute will not be tolerated.
2. Pay all fees associated with each market in advance and by the 20th day of the prior month. Late payments will result in an inability to guarantee a site on market day. Site fees will not be carried forward longer than 3 months. Requests for refunds need to be in writing to the Market Manager.
3. Display their site card prominently on their stall at each market.
4. Inform the Market Manager via email or phone at least 2 weeks before market day if they cannot attend a market. In an effort to maintain current site fees, site fees will not be carried forward to the next market if Hartley Lifecare is unable to re-allocate the site.
5. Relinquish their permanent site (if applicable), if it is not occupied for a period of 2 consecutive months, without notice. In this circumstance, the permanent site will be reallocated to another stallholder who has been on the waiting list for a permanent site.
6. Keep their contact details up to date with the Market Manager.
7. Be aware of the procedure to be followed when Hartley Hall Markets are cancelled. This states that a decision on whether or not the markets will be cancelled will be based on assessment of the grounds made at 6:00am on the day of the market. The only exception to this condition will be if the government closes the grounds earlier.
8. Be responsible for checking if the markets have been cancelled. This can be done by checking the Hartley Hall Markets Facebook page in the first instance or by ringing the Market Manager's mobile number (0437 602 710) where a cancellation message will be recorded. Furthermore, every effort will be made to contact Stallholders in the event of cancellation. We will also attempt to contact stallholders on the number registered with us.

Hartley Lifecare reserves the right to refuse at any time, the allocation of sites to any stallholder without assignment of reason.



Stallholder Declaration



I,
Print full name

have read and accept the Hartley Hall Markets *Terms and Conditions*, inclusive of the *Code of Conduct*. I agree to abide by these terms and conditions, including any relevant policies, procedures and legislation at all times whilst a stallholder at the Hartley Hall Markets.

Signed:..... Date:

Please return this page to the following address:

Market Manager
Hartley Hall Markets
PO Box 5607
HUGHES ACT 2605

OR email to hallmarkets@hartley.org.au

Or fax to: 6282 5444

If you have any questions, please do not hesitate to contact the Market Manager on 02 6282 4411.