



# THE SOURCE

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## Stallholder Application

Name of Proprietor:

.....

Business Name:

.....

ABN (If applicable)

.....

Insurance Company / Policy Number / Expiry Date

.....

Public Liability Insurance: Minimum (\$10,000.000)

Address of Premises:

.....

.....

.....

3. Postal Address (if different to above):

.....

.....

.....

Phone (Business)

..... Mobile.....

\* Email address

.....

\* Please note that email is the preferred method for correspondence.

FaceBook Page

.....

Instagram

.....

8. Please list the products you would like to sell

.....

.....

.....

.....

YES/NO

10. Do you require electricity?

11. Declaration

I confirm I have read the Market Terms and Conditions and agree, should this application be successful, to abide by all applicable Market Terms and Conditions and to accept decisions and reasonable instructions from the Market Coordinator.

12. PAYMENT

Stallholder fees:

Powered site	\$100.00
Unpowered site	\$100.00

EFT payment can be made out to:

The Source Benalla  
Westpac Bank  
**BSB: 033-209 A/C: 212830**

Please provide your business name as reference with your payment.

I accept these terms and conditions.

Name: ..... Date: .....

**Email completed form to:**

Darrel De Fazio  
Market Coordinator  
Email: [dazdefaz@gmail.com](mailto:dazdefaz@gmail.com)

## Market Terms & Conditions

To maintain the integrity of The Source Benalla, it is important that we uphold a high level of quality of the goods sold. For this reason we do have strict requirements that we insist stallholders abide by.

1. Stallholders must meet all applicable statutory requirements / regulations and present any relevant documents to the market coordinator.
2. Each stallholder will be required to carry Public Liability Insurance with a cover of \$10 million.
3. All products that you do plan to sell need to be listed in your application form. If you wish to sell a new product you must tell the Market Coordinator about it prior to the market.
4. Produce and products sold at the market must be fresh and of excellent quality. The Market Coordinator has the right to deny a stallholder permission to exhibit if their products do not meet quality requirements.
5. Stalls must be staffed by people genuinely involved in the business, who have a complete knowledge of the products offered for sale, and the farming or production method used in their preparation.
6. Stallholders are responsible for maintaining their stall. Each stall is to be kept clean and tidy. Sites are to be left clear and without rubbish at the conclusion of each market.
7. Environment and waste: To reduce waste; Stallholders are asked to minimise the amount of plastic packaging used in the stall please use recycled and/or recyclable packaging and materials (where appropriate) or consider environmentally friendly alternatives. Stallholders are expected to clean up after themselves and ensure their site is left in good condition. Stallholders are required to remove all waste at the end of the day.
8. Image Use Consent: Stallholders give permission for photographs of the stallholder/s, the products and stall to be used by The Source Benalla
9. Organic stallholders are required to display their certification.
10. Wineries are required to display their Limited Liquor License.
11. Relevant promotional material is acceptable at stalls.
12. The Market Coordinator will, where necessary, limit the number of stalls with the same product to protect the commercial viability of stallholders.
13. No vehicle movement within the market area is permitted between 9:30 am and 2:30 p.m.  
Stall set up times: 7:30 – 9:00am  
Pack down time: 2:30 – 4:00pm (due to other event activities a traffic safety controller will escort stall holders from event site)
14. There will be no refunds or transfers if stallholders do not turn up on the day.
15. Cancellation of bookings 2 weeks prior to the event will result in forfeiture of booking fee, or in extenuating circumstances at the discretion of the Committee.
16. If you plan to use a gas appliance at the market, please make sure you complete a Gas Safety Self-Checklist.

### Application Process:

Please discuss your application with the Market Coordinator prior to submission if you are unsure of any point.

All documentation should be forwarded to the Market Coordinator.

## **Stallholder Information**

### **Market Coordinator:**

If you have any questions regarding the market, or any items below, please contact:

Darrel De Fazio  
Market Coordinator  
Phone: 0427 819 276  
Email: [dazdefaz@gmail.com](mailto:dazdefaz@gmail.com)

Location: The event and the market is held at The Benalla Botanical Gardens  
Access: From Deas street off Arundel street into the Benalla Botanical Gardens

### **Event Date & Times**

The market runs from 10 am to 2:30 pm 23<sup>rd</sup> March 2019

Set up time is between 7:30 – 9:00 am.

Pack down time: 2:30 – 4:00pm

Please note that NO vehicle movement is permitted within the market area between 9:30 am and 2.30 pm.

Musical entertainment will be running from midday until 8:00pm

Free kids activities will be running from 10:00am until 6:00pm

Food, beverages and free water will be available for the duration of the event

The Source Benalla will be operating from 10:00am to 8:00pm

### **Sites**

Standard sites are approximately 3m x 3m. If you require a larger site please contact the Market Coordinator to discuss.

Parking will be available for stall holders will be at the Deas street entrance.

The presentation of your site is your responsibility. When/if you sell out, please do not pack up your stall and leave a hole in the market. Please display a 'sold out', sign.