



STANSBURY PROGRESS ASSOCIATION INC

(ABN 14367466772)

Stansbury Seaside Markets Stall Holder / Exhibitor Permit 2017/18

I _____ (Name) for and on behalf of

_____ (Business Name/Group)

Address _____

_____ Postcode _____

Mobile _____ Email _____

Work _____ Home _____ Facebook _____

Please note: email correspondence will be used whenever possible unless indicated

Correspondence by email acceptable **OR** Correspondence by post always required

Please indicate which dates you are booking:

- | | |
|---|--|
| <input type="checkbox"/> Sat. 30 th Sept. 2017 (Oct. Long W/E) | <input type="checkbox"/> Sat. 27 th Jan. 2018 (Aust Day Long W/E) |
| <input type="checkbox"/> Sat. 25 th Nov. 2017 | <input type="checkbox"/> Sat. 10 th Mar. 2018 (March Long W/E) |
| <input type="checkbox"/> Sun. 31 st Dec. 2017 (NYE) | <input type="checkbox"/> Sat. 31 st Mar. 2018 (Easter Saturday) |
| <input type="checkbox"/> Sat. 13 th Jan. 2018 | <input type="checkbox"/> Sat. 21 st Apr. 2018 (Saltwater Classic) |

Is food and/or drink to be sold? If yes, please provide details	
Do you require Power? If yes, please details (10A,15A, etc)	
Do you have other requirements?	
Description of Goods or Services:	
Do you allow for your contact phone numbers to be passed on to other stall holders or the general public that wish to contact you in regards to your goods sold at the market?	Yes / No
Do you have current insurance cover? <i>If yes, please provide a copy of your certificate of currency with this application</i>	Yes / No

Definitions: SPA Inc. means the Stansbury Progress Association Incorporated

The issuing of a market permit is subject to:-

- A. The permit holder agreeing to the General Conditions of the permit as contained herein.
- B. The permit holder agreeing to all Special Conditions which the Stansbury Progress Association Incorporated may determine.
- C. The permit holder paying the prescribed fee (see page 4)
- D. The permit holder providing a copy of all appropriate insurances and certificates as required by either the General Conditions or Special Conditions of permit.

General Conditions of Permit

- 1. The permit holder should take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of ten million dollars **(\$10,000,000)** against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
- 2. The permit holder must take out and keep current a product and public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of ten million dollars **(\$10,000,000) if they are selling any type of food.**
- 3. The permit holder must provide confirmation of insurance to the SPA Inc. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.
- 4. This permit will not come into operation until proof of the appropriate insurance has been provided to the SPA Inc. and a copy of this document has been returned to you. The Market Manager may contact the insurance company to confirm eligibility to conduct a stall in a market type atmosphere under the public risk and liability clause.
- 5. The permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
- 6. The permit is not transferable.
- 7. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
- 8. No food or drink will be offered for sale by any permit holder without the prior approval of the SPA Inc.
- 9. No music system or amplified sound is to be used by any permit holder without prior approval.
- 10. Stalls and exhibitors sites will be allocated by the SPA Inc. and no allocated sites may be altered without their approval. Seasonal stall holders can request to be in the same site as the previous season, but it is not guaranteed, a stall holder does not own a particular site.
- 11. The permit holder shall ensure that its site or sites are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
- 12. The use of power by permit holders shall not exceed that agreed to and approved by the SPA Inc. Please note that there is limited power supply and not all sites have power. A fee for power may be applicable.
- 13. All cords and extension cords must be tested and tagged to meet legal requirements. Your local Electrician or Testco Australia (Phone 8522 3306) can carry out the testing and tagging of all your electrical appliances.
- 14. This permit is liable to be revoked by the SPA Inc. if the permit holder fails to comply with a condition of this permit or may be revoked in any other justifiable circumstance.
- 15. Stall holders are required to advise the Market Manager of the products or service that will be sold or provided on the stall at each market. This gives the manager an opportunity to situate you away from another stall holder with a similar product. Stall holders are required to notify the Market Manager prior to a market if they wish to add a consumable to the stall for example fruit and vegetables.

16. Stall Holders who are registered are required to notify the Market Manager three days prior to a market date if they are unable to attend a market on telephone 8852 4577 or 0488955524.
17. *Extreme Weather danger: Whilst a market will not be cancelled based on a forecast of inclement weather - it can be cancelled on receipt of a warning of severe weather danger.* If the market is to be cancelled all stall holders who have booked a stall will be notified if contact details are provided, however the no refund policy will stand.
18. *Extreme heat policy.* This can be deceiving if working on an Adelaide forecast as we are situated on the foreshore. Generally the forecasted Adelaide temperature is not reached, this will also depend on the wind direction. A market will not be cancelled due to extreme heat, but the market may close early due to the heat.
19. Stall holders are advised that the Market Manager is required to complete a market plan 2 days prior to a market and this must include an emergency evacuation plan and emergency access for services. Therefore **stall holders are requested to unload and remove vehicles from the market site as soon as possible on a market day.** Access points into each market site must remain clear at all times throughout the day. **Stall holders are to refrain from entering the market site prior to 1pm (or 2pm at NYE and Easter Markets) once the market is underway with a vehicle unless there is unforeseen weather.** This is a safety risk with pedestrians and market patrons alike and the stall holder will be asked to remove their vehicle without delay.
20. The Stansbury Seaside Markets have compulsory trading hours, which are 9.00 am to 1.00 (or 2pm at NYE and Easter Markets) and **all sites are to be attended and open for trade up until 1.00 pm (or 2pm at NYE and Easter Markets).** If you are unable to trade during these times please let the Market Manager know and you will be placed on an end site so that your vacant site doesn't impact the aesthetics. **If a casual or seasonal member is unable to trade during these hours on a regular basis then their site will be re-located to an end site within the market.**
21. Casual stall holders will be allocated a site on arrival at a market. Please be aware careful consideration has been used to calculate your location. Sites are not negotiable especially at larger markets due to limited space. Not all sites have shade and stall holders are encouraged to bring a gazebo or marquee, the site frontage is 3.3m and if you require access to all sides of your stall you may need to book a double site.
22. The Memorial entrance and memorial site is not to be intruded upon by stall holders and must remain free for public use.
23. Stall holders who sell food or consumables are required to follow correct food handling procedures and have correct labelling. The Market Manager has the authority to test food products on a market day for correct storage temperatures and labelling, this information will be documented as recommended by the Environmental Health Officer employed by the District Council of Yorke Peninsula. Should an incident arise the stall holder will be advised.
24. Stall holders can start setting up from 6:30am onwards. **All vehicles MUST be appropriately parked or removed from the market site by 8.30am at the latest,** although earlier removal is appreciated. **Stall holders are required to be set up ready for patrons by 9 am at the latest.** Parking of vehicles is the responsibility of the stall holders and is based on a first in best park basis. Stall holders who have a roadside site are able to park one vehicle at the rear of their site. Stall holders who do not have a roadside site are requested to park outside the market site area, but not in front of the Hotel. Parking is available on Pitt Street and Towler Street.
25. Please complete registration details and return to the Market Manager. A copy of your registration form will be returned stating if your permit has been approved.
26. Please note that once a site has been booked, no refunds will be given to stallholders unable to attend. If more than 24 hours notice is given then a transfer to the next market will be considered, depending on the availability. Refunds for extenuating circumstances given at the discretion of the Market Manager.
27. Stall holders who do not follow the guidelines for market trading will be asked to leave and will not be accepted for trading at future markets.

Signed for and on behalf of the permit holder

I hereby make application to the Stansbury Progress Association Incorporated for attendance at the Stansbury Seaside Markets, held on the foreshore at Stansbury. I acknowledge that I have read and understand the permit conditions and agree to abide by and be bound by the said conditions.

Name _____ Signature _____

Date _____

Casual Site Fee \$32.00 per site <i>(approximate 3.3m frontage)</i>	<i>Number of sites x Number of markets</i>	
Single Site Seasonal Pass \$184.00 <i>(1 site for 8 markets = \$23 per site)</i>		
Double Site Seasonal Pass \$320.00 <i>(2 sites for 8 markets = \$20 per site)</i>		
Triple Site Seasonal Pass \$456.00 <i>(3 sites for 8 markets = \$19 per site)</i>		

Please Note: All market site fees must be paid prior to the market. Your application will not be processed without prior payment. Payment can be made by cheque, credit card or paying cash in person at the Visitor Information Centre.

Trestles are available for hire @ \$5 each. <i>Pre-order on this form required – delivered to your site on the day. Payment collected by Stansbury Museum on the day.</i>	<i>Number of trestles required</i>
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Credit card payment
Name on the credit card: _____
Credit card number: _____
Card expiry date: _____ Amount \$ _____
Signature of card older: _____

Please return to the Market Manager

Stansbury Seaside Markets
PO Box 13
Stansbury SA 5582

E: tourism@stansburysa.com
P: (08) 8852 4577 (preferred number)
M: 0488 955 524

Office use only

Permit Approved Yes / No

Signed by or on behalf of the Stansbury Progress Association Incorporated

Name: Gabrielle Gutsche Signature _____

Position: Market Manager Date _____