

Long Jetty Markets

Terms and Conditions

Long Jetty Market aims to provide a safe environment for members of the community during its events. It also aims to provide events that follow the Centr Coast Council's waste wise guidelines for the benefit of the environment.

By submitting your application you are also agreeing to comply with the terms and conditions of the event.

Please read these terms and conditions carefully. These terms and conditions form part of your agreement with Long Jetty Markets.

If you fail to comply with the following regulations you will be required to forfeit your stall allocation with no refund.

Long Jetty Market is referred to in these terms and conditions as “*the event*”.

In the event of hazardous weather warning being issued or the grounds deemed waterlogged or extenuating circumstances, Long Jetty Markets may declare the event to be cancelled. If this occurs then 50% of monies will be transferred to the next market but only if the market is called off prior to set up. Please note if the Long Jetty Market declares the market open and the market is set up and stallholders commence trading the fee will not be transferred to another market date nor refunded. If stallholders give less than 7 days notice of non-attendance site fees are still payable.

Stall sizes:

- Stall sizes are 3m x 3m gazebo sites or 3m x 2m table sites. Please Note: - Long Jetty Market does not have any equipment for hire.
- No stallholder will be permitted to have any trailers, vehicles or other structures next to their allocated stall unless approved by the Market Manager.
- PLEASE NOTE: There is to be NO PEGGING down of your stalls, to avoid damage to the Council grounds.

RECOMMENDED - WEIGHTS:



20kg per gazebo leg is required.

If you have a double stall, you will still need one weight on EACH gazebo leg = 8.

We recommend these 'OZ Trail Sand Bag Kit' - From Bunnings

Twin chamber design for holding up to 20kgs of weight each.

The white plastic weights below, will ONLY be accepted if they are prefilled with hard set cement. They will no longer be accepted with water only. Spot checks will be made throughout the market day. Failure to do so, will result in NO TRADE.



RECOMMENDED GAZEBO'S:

Good quality commercial grade gazebo's to be used, recommended market gazebo's are Extreme Marquee OR OZTrail Deluxe or similar brand. No small picnic garden gazebo's.

Stall Operation:

- Stallholder bookings are only open to businesses that trade in products that have been approved by Long Jetty Markets. Additional products for sale must be approved by the market manager prior to it being displayed for sale.
- Stallholders must be ready to trade by 9am sharp.
- Stallholders must trade until 2pm and must have vacated the site by 3.30pm.
- Stallholders must bring with them their own equipment, including gazebos, tables, table coverings, chairs, signage, etc.
- All stallholders are responsible for cleaning up and making good any area they use for trading, including its vicinity. All rubbish is to be removed by the stallholder.
- No stall shall be set up in such a way to create a danger to any person.
- All stallholders must trade from within their stall and are not permitted to set up outside of their stall to display products or signage or to hand out materials. Stallholders and their staff must comply with the instruction of council employees and contractors regarding the location they are to occupy and use of their site.

Stallholder bookings are open to businesses that trade in products that have been approved by Long Jetty Markets.

Long Jetty Markets are open to small businesses selling unique, hand-made or niche products. Commercial businesses with general products and services would not fall into this category, although Long Jetty Market will consider sponsorship agreements that involve a presence by the sponsor at the relevant event. Where a stall-holder has additional products for sale, these must be approved by the market manager prior to them being displayed for sale

- Stall Placement: Stall positions are allocated at the discretion of Long Jetty Market.
- Long Jetty Market reserves the right to refuse any stall application and to terminate a stallholder's participation at any time.

Parking:

PLEASE NOTE: Tuggerah Parade (between Thompson and Toowoong Bay Road) will be ONLY used for unloading/reloading and for patron/customer parking ONLY.

Once stall holders have unloaded at their allotted bump in time, they **MUST REMOVE** their cars and park as per the plan below:



Site Access:

- Access to the site will be strictly between 6am and 8am on the day of the market.
- All stall holders will be allocated a bump in time, please do your best to stick to these times.
- For bump in please approach the Tuggerah Parade road, where you will see staff members guiding you to a parking bay.
- You will then be required to unload, go and park your car and ONLY then come back to set up your stall.
- All stall holder vehicles must be removed from Tuggerah Parade by 8am. Vehicles will be permitted back onto Tuggerah Parade to enable stallholders to pack up from 2.00pm, at the discretion of market and/or council staff.

Sub-leasing:

- Under no circumstances are you permitted to sub-lease your site.

Public Liability Insurance:

- All stalls participating in the event must supply a current copy of their public liability insurance to the market manager prior to the event. Long Jetty Market does not provide insurance for stallholders.
- No applications will be approved without the necessary insurance.
- Stall holders who have not provided their necessary insurance will not be allowed entry to the event under any circumstances.
- The exhibitor will be liable for any damage to property or person caused by any act or omission on the part of the exhibitor whilst on site. The exhibitor unconditionally and irrevocably indemnifies the event organiser against any and all damages and losses to persons or property, and all costs and expenses which are incurred by or claimed from the event in relation to the stall holders conduct of the stall at the event.

Payment:

Approved stall holders will be invoiced and payment must be received 10 days PRIOR to each market.

Non attendance by stallholders on the day of the market without previous notice to the market manager, at least by 7 days prior to the Saturday market are still required to pay the full fee.

Waste and the Environment:

Bins are provided onsite for members of the general public only. All stallholders are required to remove their own rubbish off site.

Weather

The Market may operate in varying weather conditions and a Stallholder bears the risk of inclement weather conditions.

The Stallholder is responsible for the supply of covers and other equipment for the purpose of protection in inclement weather conditions.

If the Market proceeds in inclement weather conditions, it is solely at a Stallholder's discretion as to whether the Stallholder will set up, commence, continue trading, cease trading, or pack up on the day. Long Jetty Market is not liable for any loss, damage or injury whatsoever resulting from inclement weather conditions or any decision in relation to the continuation or cessation of trade during inclement weather conditions.

OHS

All stallholders are expected to abide by all safety regulations and requirements to ensure that the event is a safe and OH&S compliant event. You are responsible for the OH&S training of yourself and your staff who are present at the event.

The event organiser reserves the right to ask any party to leave or cease trading at the event where we deem activities to be offensive, dangerous, disruptive or non-compliant with the terms and conditions, Council's Regulations and / or Health Authorities Regulations.

Food Vendors

- All Temporary Food Businesses (ALL consumables) must have a current Approval to Operate a Temporary Food Business within Central Coast Council. Applications can be found at: https://cdn.centralcoast.nsw.gov.au/sites/default/files/PDF_Forms/temporary-mobile-foodbusinessnotification.PDF
- All Temporary Food Businesses are to have a current notification with the NSW Food Authority.
- Temporary Food Businesses will be required to comply with the minimum standards of the NSW Food Act 2003, Food Regulation 2004, Australia New Zealand Food Standards Code, Standard 3.2.3 - Food Premises and the Equipment and National Code for Food Vending Vehicles and Temporary Food Premises.
- All Food Handling is to be conducted in accordance with the NSW Food Act 2003, Food Regulation 2004, Australia New Zealand Food Standards Code – Standard 3.22 Food Safety Practices and General Requirements
- Sale/Supply of Food (BBQ) – Please ensure that there is drop sheets/cardboard placed under the BBQ to catch any grease and prevent waste on reserve area.
- Mobile Food/Coffee Vendors – All mobile food owners and/or operators are required to seek Council approval to ensure compliance with the Local Government Act 1993, the Food Act 2003 and Food Standards Code by contacting Council's Compliance section on 4350 5555
- Inspections – Council reserves the right to conduct random inspections to ensure Food Safety Practices and General Requirements are being met

Sustainability

Stallholders must use sustainable, green and biodegradable packaging where possible. The use of balloons is **prohibited**.

Smoking

Smoking is prohibited at any Council open space area.

Alcohol

The consumption or sale of alcohol is prohibited on any Council open space area.

Power:

PLEASE NOTE: There is NO power available on site at the Long Jetty location.
Should you require power access, you will need to supply your own QUIET generator.
ALL power leads NEED to be tagged and tested in accordance with AS3760.