



**The Mosman Craft Market 2021 is hosted by the Mosman Park Men's Shed and Sponsored by The Town of Mosman Park (ToMP).**

## **STALL HOLDER INFORMATION**

**Please read this information carefully and completely. By completing and submitting an "Application to Register Form" you are acknowledging that you have read and understood the following information.**

### **1. COVID 19**

At the time of issue, the State does not have any Covid-19 restrictions in place, however, this situation is quite likely to change at short notice. If restrictions are in place on the day of the Market, then stallholders will be expected to comply with those restrictions. If circumstances dictate a cancellation of the event due to Covid-19 then any fees paid will be refunded. This is a special situation only, otherwise the terms of clause 5. apply.

### **2. STALL HOLDER ELIGIBILITY**

The organisers of Mosman Craft Markets wish to support the local craft community who are producing their own goods. Imported or large-scale commercial goods are not permitted at these markets, with the exception of certain local (Mosman Park) small businesses and also local Community Groups, who are supported by ToMP. By submitting an "Application to Register Form" the Stall Holder is also acknowledging that their goods will conform with these criteria.

### **3. GENERAL**

This is a non-smoking event.

The Emergency Evacuation Area is adjacent to the sign on the oval, near the northern goal posts.

A St John's First Aid post will be available on site - please ask one of the MPMS Marshals located at the point of entry, if uncertain.

Fire extinguishers will be located adjacent to the BBQ area and in the Shed.

Public Toilets are available on the west side of the Sports Pavilion, which is located on the western side of the oval & also some portable units will be placed on the south of the Shed. Stall Holders will be permitted to use the male, female and handicapped toilets located inside the Men's Shed.

Dogs will be permitted into the Market area provided they properly controlled, are on a leash at all times and that droppings are properly disposed of.

The organisers of the event will have Marshals on duty directing the Stall Holder's vehicles; these Marshals will be wearing yellow jackets. For any information or advice please speak to one of the Marshals. Please abide by the directions of the Marshals. If there are any problems that need to be resolved, please ask to speak to the Chief Marshal or the Event Organiser, Mike Ansell. Failure to comply with the directives of the Marshals could lead to the Stall Holder being asked to leave the site.

Food and Drinks will be available from the main Food area and also from the Men's Shed kitchen from 08:30 am. Other food outlets will also be opening during the day.

Musical entertainment will be provided during the day from locations close to the Men's Shed. A wider range of activities for children is also being organised this year.

#### **4. PUBLIC LIABILITY INSURANCE**

Prospective Stall Holders must have Public Liability Insurance for \$10 million. Evidence that the Stall Holder has a current insurance policy that meets this requirement must be submitted at the time of payment or else an additional payment must be made in order to be included and covered under the Men's Shed insurance policy.

#### **5. REGISTRATION AND PAYMENT**

Sellers must return an "Application to Register Form" before the cut-off-date specified on the Form.

We anticipate there will be 60 + stall sites available.

These sites will be allocated on the basis of:

- The Number of Applications received
- Past attendance record
- Product type
- Promptness in response
- Suitability

Successful applicants will be notified ASAP within one week of the advised cut-off-date and requested to make payment & provide Insurance details within four weeks of that notification.

#### ***PAYMENTS MADE ARE NOT REFUNDABLE***

A couple of weeks prior to the Event a combined receipt & Entry Document will be sent to you and you should bring a copy of this document with you on the day of the Market. If payment is not received by the due date your site may be offered to another applicant.

## 6. LOCATION AND OPENING TIMES

The Craft Market is located at the Mosman Park Men's Shed, 1 Perrott Close & on Tom Perrott Reserve, which is adjacent to McCabe Street, Mosman Park. McCabe Street is accessed from a set of traffic lights on Stirling Highway at North Fremantle.

The Craft Market will be open to the public from 9.30 am to 2.30 pm. Stall Holders shall be set up and ready for customers prior to 9.30 am. Apart from in an emergency or due to bad weather conditions, Stall Holders must stay on site until after 2.30pm.

Only registered Stall Holders will be admitted.

## 7. SIGNAGE

All Stall Holders should display a clear sign that shows their business name, email address and contact phone number. This requirement is to assist in protecting consumer interests.

## 8. ARRIVAL TIME

Stall Holders will **not** be allowed to enter the Market site until 7.30 am. Anyone arriving prior to this time should park in the public car park for Tom Perrott Oval where they will have to wait in line until being admitted to the site; marshals will be available in the car park from 0630. ***DO NOT BLOCK THE ROUNDABOUT OR ACCESS TO THIS CAR PARK.***

## 9. STALL SITES

**This is an outdoor event thus stall holders should be prepared for adverse weather conditions.**

Stall sites will be approximately 6m long x 6m wide, thus large enough to park a vehicle in at the rear, behind your stall.

Apart from reserved sites for Food, and various special participants, stall sites will not be pre-allocated and for logistical reasons it is necessary to fill the sites in a certain order on turn of arrival, as per the directions of the marshals.

## 10. SAFETY AND WASTE MANAGEMENT

Stall Holders are responsible for maintaining a clean and safe site. Rubbish bins will be located around the Market.

Stallholders are expected to comply with any COVID19 regulations that may be in force at the time, including personal distancing and equipment cleanliness.

All Gazebos and umbrellas used must be properly secured with suitable sand or weighted bags of sufficient mass to prevent the item tipping over in windy conditions. Note: As there are reticulation pipes buried in the Oval, pegs should not be used.

## **11. SELLERS OF FOOD ITEMS**

Temporary food businesses such as food stalls and food trucks trading at events must obtain prior approval from the Town and display the approval certificate on the day of the event. Food stalls must comply with the requirements of the Town's Temporary Food Stall Guidelines.

The guidelines and Licence application form will be sent out to you with your Market invoice. Food sites will be provided with an electrical power supply, if required.

Food sold at this event is not to be prepared in a residential kitchen unless the kitchen is approved as a registered food business.

## **12. DISCLAIMER OF LIABILITY**

Stall Holders shall indemnify the organisers from any damage, expense or liability arising from any incident occurring within the space occupied by the Stall Holder or elsewhere within the Market zone, if the incident involves the Stall Holder.

The Organisers will not be liable for any damages or loss caused to the property of the Stall Holder.