



Shirt and Skirt Markets Terms and Conditions as of February 2008

Thank you for your expression of interest in having a stall at the Shirt and Skirt Markets-Melbourne's quality fashion, accessories and craft market. The market is located at the Abbotsford Convent, 1 St Helliers Street, Abbotsford (near the Collingwood's Children's farm).

If you are successful in your application to hold a stall at the market, the act of making a booking at the Shirt and Skirt Markets implies your acceptance of all terms and conditions as a stallholder. Shirt and Skirt Markets is an outdoor market that trades in wet weather, with exception to weather that may be considered too dangerous for outdoor trading (eg. Hail storm, icy conditions, etc). It is the responsibility of all potential stallholders to read this carefully.

TERMS AND CONDITIONS

- Stalls are rented to Approved Stallholders on a weekly basis.
- Renting a stall does not create any form of tenancy or imply a future Right or Licence.
- Stallholder stall requests for a particular location will be met where possible however the final allocation of stall location is at the discretion of the Shirt and Skirt Markets.
- Stall rental is totally at the discretion of management.
- Stallholders booking 3 or 12 markets in advance will be given a reduced rental rate. Full payment of the rental period is required per period booking (ie. 3x \$55 or 12 x\$45) including public liability.
- Approved Stallholders are required to operate their stall.
- Shirt and Skirt Markets stalls may not be transferred, sold or sublet. Sharing of stalls by a number of designers is allowed however all names must be on the initial application. Purchase of Public Liability insurance must be paid individually when sharing a stall.
- Customers shopping in Shirt and Skirt Markets are to be treated with courtesy and respect.
- Fair trading practice consistent with Consumer Law.
- Stallholders may not insult or intimidate other stallholders, customers or staff.
- Stallholders must make every effort to merchandise their stalls and aspire to make their stalls as presentable as possible to attract customers.
- Stallholders are required to remove all rubbish and materials in and around their stalls at close of trading.

PRODUCTS

- All products sold at Shirt and Skirt Markets require Management approval prior to being offered for sale in the Market.
- All products must be design and/or made in Australia by individuals selling the products at the Shirt and Skirt Markets. Products can be designed in Australia and made overseas.
- All products must comply with relevant safety and compliance standards.
- All food stalls must comply with VIC Health Department regulations. This is the responsibility of the stallholder.

STALLHOLDER FEES

Type of Stallholder	Minimum Commitment (consecutive months)	Stall Fee	
Casual Stall	1 month advance payment	\$ 65.00	per stall per market
Semi Casual	3 months advance payment	\$ 55.00	per stall per market
Permanent	8 months advance payment	\$ 45.00	per stall per market
<i>Public liability insurance**</i>	<i>compulsory</i>	<i>\$ 10.00</i>	<i>per individual business/stallholder</i>

***If stallholders already have their own public liability insurance, a copy of the current insurance document must be given to the Shirt and Skirt Markets management at the time of booking.*

- Eftpos/credit card facility will be available to Stallholders to access. Use of facility will cost stallholders a flat fee of \$5.00 which is to be paid at the beginning of the trading day. An additional 1.5% transaction fee per eftpos and 2.5% transaction fee per credit card transaction fee will be charged.

RENT PAYMENT METHODS

- Stall rent is payable one week in advance of Sunday market day by Cash, Cheque, Money Order payable to "Shirt and Skirt Markets" or direct deposit to Westpac Account. This applies to all fee rates.

Shirt and Skirt Markets Account details-

BSB: 033 058 **Bank Account number:** 270370 **Bank:** Westpac.

Make sure you use your name in the description field when paying via internet banking method.

If paying by cheque or money order, please write cheque out to "Shirt and Skirt Markets" and post it to: PO Box 3029, Richmond, VIC 3121 (Note there will be a \$10 fee charged if cheques bounce)

INSURANCE

- \$10 million Public Liability Insurance is compulsory for all stalls. Stallholders may have their own insurance (a copy must be given to market management at the time of booking) or stallholders may purchase insurance from Shirt and Skirt Markets.
- Skincare or consumable products are required to have \$10 million Product Insurance of their own as well as public liability insurance.
- Stallholders have full responsibility for all licences and insurances, including Workers Compensation and OH&S.

STALL SET UP

- Stall display should present a creative and successful image for Shirt and Skirt Markets.
- Public access ways must be kept clear at all times with all merchandise, equipment signs etc within stall boundaries.
- All stall equipment shall be firmly secured to protect personal and public safety.
- No permanent hanging devices may be attached to the Abbotsford Convent.

ACCESS AND UNLOADING

- Stallholders are permitted on site between 8:00am and 5:00pm. Access not permitted outside these hours.
- Trading is restricted to advertised hours of Shirt and Skirt Markets – Third Sunday of Every Month (10:00am – 4:00pm)
- Stallholders are permitted onsite for 10 minute unloading/loading between 8:00am - 9:15am and 4:00pm – 5pm. Enter the Abbotsford Convent via the St Heliers entrance.

All stallholder vehicles entering the Abbotsford Convent do so at their own risk. Any damage made by stallholders to the Abbotsford Convent will be paid by the stallholder.

For example, if you hit a power pole you will be liable for the full replacement cost of the pole, and so forth. We recommend that stallholders driving into the school should carry third party property car insurance to cover any property damage that may occur.

CANCELLATION

There is no refund on stall fee if stallholder cancels for whatever reason however if the circumstances are major the fee can be moved to the next market date otherwise the stallholder loses stall fee costs.

PARKING AND TRAFFIC

- Parking is available across the road from the Abbotsford Convent for \$2 (all day parking) and there are limited off-street parking within streets surrounding the Convent. Stallholders must read the parking signs carefully.
- Stallholders shall obey all local traffic and parking regulations and not inconvenience local residents and members of the public and respect their premises and property.
- Streets have mix parking regulations; it is the stallholder's responsibility to ensure they park in the all day parking bays.

WASTE AND RUBBISH REMOVAL

- Stallholders are responsible for the removal of their own rubbish from their immediate stall location. Failure to do this may result in a ban from future markets, or a Levy imposed to offending stallholders.

SHIRT AND SKIRT MARKET MANAGEMENT OFFICE

- Shirt and Skirt Markets management will be easily identifiable by their nametag.
- Offensive behaviour will result in the offender being required to leave the site immediately.
- The Shirt and Skirt Market stallholders and the public, which he/she considers is required for the safe and smooth running of the market.