

**OFFICE USE ONLY**

APPLICATION ACCEPTED ☐  
INSURANCE REQUIRED ☐  
PAYMENT RECEIVED \$ ☐  
STALL SIZE REQUIRED ☐

# Sunday October 3rd, 2021 Stall Application Form

NAME: \_\_\_\_\_ MOBILE: \_\_\_\_\_

BUSINESS/TRADING NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TYPE OF GOODS: \_\_\_\_\_

DO YOU HAVE YOUR OWN INSURANCE: \_\_\_\_\_

- |   |                              |                                |
|---|------------------------------|--------------------------------|
| <input type="checkbox"/> Single Stall                     | 3m x 3m Stall                | \$20                           |
| <input type="checkbox"/> Double Stall                     | 6m x 3m Stall                | \$40                           |
| <input type="checkbox"/> Public Liability Insurance Cover | (if needing Insurance cover) | \$25 (additional to stall fee) |
| <input type="checkbox"/> Power                            | (if needing power)           | \$10 (additional to stall fee) |

(If you have your own insurance, please provide us with a copy attached to your application form.)

I have read and agree to abide by the Broughton Market Rules (attached)

Signed: ..... Dated: .....

✂-----✂-----✂-----✂-----✂-----✂-----✂-----

- Late or verbal applications will not be accepted.
- For successful applicants, All fees must be paid by 25th September 2021, no exceptions.
- A floor plan will be available 2 days prior to the festival, all activities and stalls will commence at 10am with set up from 7.30am
- Any stall holders selling food products must comply with State and Local Government laws regarding preparation and food handling and have insurance.
- Stall holders are to remove their own rubbish, and leave the site clean and tidy.
- Marquees to be erected with weights that prevent marquees from moving if weather issues arise.

Make Cheques payable to: Port Broughton Progress Association Inc

(Bank account details can be found on Page 6)

Please return forms before 24th September, 2021

Seaside Markets 34 McKay Street Port Broughton SA 5522

Or Scan and email completed forms to [broughtonseasidemarkets@hotmail.com](mailto:broughtonseasidemarkets@hotmail.com)

This page has intentionally been left blank.

## Please take a moment to read about the application and payment process for October 4th 2020

These Rules and Regulations apply to stallholders who are approved to trade at Broughton Seaside Markets.

All stallholders must complete and lodge an application form by **24th September, 2021**, and agree to abide by the markets Terms and Conditions, please see attached. Late or verbal applications will not be considered, however Market organizers may chose to add late applications to the waiting list.

Due to increased applications for our markets, there are a limited number of sites available.

We will now have an application process, stallholders will be hand selected on relevance to the current market. By sending an application, it will not necessarily guarantee you a position. Market organizers will approve stallholders at their discretion, trying to include a diverse and unique range of stalls.

**For approved applicants, Payment must be made by 24th September, 2021** or Site will be offered to next in line. Non payment by the due date may result in your site being offered to the next applicant in line. Payment details can be found on the application form, or for direct deposit on page 6.

Please remember that Broughton Seaside Markets are run by volunteers, we give our time and effort for no personal gain. It makes our job easier if stallholders submit applications, along with copies of insurance, without us having to chase everyone for these documents.

.



## Rules and Regulations

### **Information for Foreshore Markets:**

The market will be held between the two playgrounds on the Port Broughton foreshore. Each stall is 3x3m (unless you have requested a double stall). We do recommend you bring your own marquee or shade as we have no control over wind, heat and rain!!! The marquees will need to be weighted with sandbags or water weights. Absolutely NO PEGS are to be used due to reticulation underground. No trestle tables or chairs are supplied so you will also need to bring your own.

The market will be open from 10am. You are welcome to set up from 7.30am Saturday morning. Please unload from your cars along West Tce, outside the entrance gates as quickly as possible. We ask please that stallholders park their cars along side streets and as far as possible from the market entrance to allow car parking for customers!

### **Definition of Broughton Seaside Markets**

The Broughton Seaside Markets are organised by the Port Broughton Progress Association Inc. to provide vibrancy and interest for both the local population and visitors to the town. The Broughton Seaside Markets will be held on the Foreshore, grassed area (southern end of playground).

The Broughton Seaside Markets does not attempt to compete with nearby permanent local traders who are open for trade at the time the Market is in operation.

### **Hours of operation**

The Broughton Seaside Markets will be held on Long Weekends, at times and dates deemed appropriate by the committee.

### **Stall holder fees**

When approved for participation, stall holders will be required to pay the appropriate fee to the Market Convener in attendance. Payment shall be made by way of cash or cheque made payable to Port Broughton Progress Association Inc.

All payments will be receipted by the Market Convener.

Stall holder fees will be reviewed on a regular basis by the Progress Association and will reflect the cost of running and promoting the market.

As of January 2018 the fees are:

***Stallholder fee: \$20 (inc GST) per market (Stall site approx. 3m x 3m)***

***Public Liability Insurance Cover for casual stallholders \$25 /market (inc GST)***

Stalls will be allocated on a 'first registered' basis and preference will be given to regular stall holders.

Quality

Stall holders must guarantee against selling unmarketable produce

Different grades of produce can be sold but these must be clearly labeled as such so consumers can make informed choices

**Product range**

Stall holders may only sell products listed on their approved application form and must seek approval from the market committee if there are any changes to products sold.

**Service Providers and Community Groups**

Community participation in the market is encouraged and community groups will have the opportunity to hold stalls for fundraising purposes

**Pricing**

Produce should be offered at fair, market driven prices that reflect the quality and/or specialty nature of the goods sold

Stall holders should ensure that their measuring scales are accurately calibrated, as per standard trading regulations

**Labelling and signage**

All stall holders will be expected to comply with the minimum requirements of current trading standard regulations regarding labeling and descriptions of goods

All prices must be clearly visible

**Food safety and hygiene**

No smoking or drinking of alcohol is permitted by stall holders or on the market site

No dogs are permitted in the market area unless they are assistance dogs

All food stall holders must trade in accordance with food handling regulations and other relevant local health laws

**Indemnity**

Stall holders participate in the Broughton Market Inc. at their own risk and are required to indemnify and hold harmless the Port Broughton Progress Association Inc. and the District Council of Barunga West against any claim for damages, costs, claims, expenses and liabilities, (including without limitations consequential loss and loss of profit) in respect to any loss, damage, injury, disease or death caused through any of the stall holders activities at the market.

Stall holders are responsible for the security of their own goods while on site. Port Broughton Progress Association Inc. accepts no responsibility for goods lost through theft, vandalism or spoilage.

**Insurance**

It is the responsibility of the stall holders to carry their own public liability and product insurance to the value of \$10 million each and must present a certificate of currency with their stall holder registration form

If insurance is not current, stall holders will not be allowed to trade

If stallholders do not have current public liability insurance cover, an appropriate

level of cover can be provided by the Broughton Market Convener at a cost of \$25 per market.



### **Stall holder requirements**

Interested stall holders must read and agree with the Broughton Market rules and regulations document and provide the Convenor with a signed application form.

All local, state and federal government regulatory obligations must be met and are the responsibility of each stall holder. This includes Occupational Health and Safety and food labeling requirements

Stalls sites will be approximately 3m x 3m. Stalls will be allocated on a first registered basis, with consideration to regular versus casual stall holders and the diversity of goods.

Trestles must be provided by stall holder.

Stall holders must not occupy any extra space than that allocated to them as their stall space

Stall holders are responsible for bringing all other equipment they require for the stall and setting up

The Broughton Market is not responsible for refrigeration

Power is limited, therefore if power is required, access may be arranged but can only be done so upon discussion prior to the market and arranged with the Market Convenor

Stall holders must respect the market area and must leave the area in a clean and tidy state once the market is closed

Stall holders must remove all of their rubbish and packaging from the site and/or utilise the bins located near the paved area

### **Cancellation**

Cancellation of stall bookings 7 days prior to the market, or non-attendance on market day will result in the stallholder still being liable for the site fee.

### **Set up and Pack up**

Stall holders can begin setting up from 7.30am in their allocated site

Other than set up and pack up, stall holders must remove their vehicles from the area used for the Market to encourage visibility and customer use.

All rubbish **MUST** be removed, and the site left in the condition found.

### **Grievance procedures**

On those occasions where these market rules and regulations do not provide clear definition, or if there is a dispute, the Port Broughton Progress Association Inc. committee has the authority to make a determination.



For any queries regarding the Broughton Seaside Market stalls, please contact:

broughtonseasidemarkets@hotmail.com

**Scan and email your completed application to:**

Email: broughtonseasidemarkets@hotmail.com

Once your application has been approved, Payment can be made by 24th September to:

BSB: 015693

ACC: 1109 90973

NAME: Port Broughton Progress Association

Once you have made your deposit, please email the amount, date and use your business name as the reference.

**OR post registrations to:**

(cheques payable to Port Broughton Progress Association Inc)

Seaside Markets  
Port Broughton Progress Association Inc.  
34 McKay Street  
PORT BROUGHTON SA 5522