



pointcookMARKET

## **STALL HOLDER INFORMATION**

### **ABOUT US**

#### **Jamieson Way Community Centre (JWCC)**

The Jamieson Way Community Centre is a bright and friendly community facility opened in September 2005.

The Point Cook Market is an initiative of the Jamieson Way Community Centre Inc.

#### **The Point Cook Market (PCM) - Aims**

- Provide the opportunity for producers of craft and other quality produce to showcase their wares to the public, in particular the local community
- Promote community spirit through interaction and involvement.

#### **Management**

The Point Cook Market is an initiative of the Jamieson Way Community Centre Inc and operates on the site under a permit issued by Wyndham City Council.

The Point Cook Market is managed by the Jamieson Way Community Centre Inc Board of Management. All issues regarding its operation must firstly be addressed to the nominated Market Coordinator.

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## **CRITERIA FOR STALLHOLDERS**

### **Applications**

- The enclosed **Stallholders Application Form** must be completed in full before the application will be considered.
- Only products listed and approved by the management on the current application may be sold.
- If you wish to add new items to your stall, a request in writing with photos, must be approved by management.
- Stallholders listed on the current application must be in attendance between the advertised market times unless permission is granted by the Management.

### **Products for Sale**

All goods must be new – we do not accept secondhand goods for sale.

The application will not be processed unless a photo is included with the application form. Please note photos are kept on file.

Please post to the address above with the application or email images as attachments to;

**stalls@pointcookmarket.com.au**

We accept images as jpeg or pdf.

The completed application form should be sent to:

Point Cook Market  
Jamieson Way Community Centre Inc  
59 Jamieson Way  
Point Cook Vic 3030

Telephone: (03) 9395 3777

Facsimile: (03) 9395 7791

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## **GUIDELINES AND CONDITIONS**

1. Only products nominated and approved by the management on the current application may be sold. If you wish to add new items a request in writing must be approved by management
2. Stallholders listed on the current application must be in attendance between the advertised market times unless special arrangements are made with management.
3. **Stallholders must not pack up until the advertised closing time.**
4. Stalls cannot be transferred, sublet, franchised or sold to any other person or shared without written permission.
5. Stallholders are required to pay fees at least one month in advance.
6. **Site or table refunds will not be issued due to failure to attend by the stallholder.**
7. Raffle tickets may not be sold unless permission is granted by management. Only approved handbills may be displayed on stalls.
8. Sites will be allocated at the management's discretion.
9. Stallholders are responsible to ensure they meet all Australian, State and local regulations. Food stallholders must be registered with the local council – Wyndham City Council.
10. Smoking is not permitted in the centre or immediate surrounds.
11. Stallholders are responsible for leaving their site and surrounding area clean and tidy. ALL rubbish/goods must be removed from the site.
12. Tents and covers must be secure or weighted down at all times. Ensure tent pegs and ropes do not extend onto pathways.
13. Stallholders must park their vehicles in the designated areas allocated by management
14. JWCC and PCM accepts no responsibility for damages to persons or goods
15. JWCC and PCM accepts no responsibility for weather conditions and no refunds will be issued due to this reason

**The Point Cook Market has the right to reject any stallholder they believe does not comply with the stated guidelines and conditions.**

**The Point Cook Market has the right to withdraw the right to trade of any stallholder.**

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## **ALL THE THINGS YOU NEED TO KNOW.....**

### **MARKET CO ORDINATOR**

Melinda Collins  
**Centre:** 9395 3777  
**Mobile:** 0432 213 306  
**Email:** stalls@pointcookmarket.com.au

### **ADDRESS**

Jamieson Way Community Centre  
59 Jamieson Way Point Cook 3030

Mel Ref Map 207 J6

### **TRADING TIMES**

- Held the first Sunday of the month
- 9.00am to 2.00pm.
- Set up is from 8am and stallholders must be set up before 8.45am.
- If the stallholder is late or unable to trade, they should notify the Coordinator no later than 8.00am the day of the market or prior if possible.

### **FEES**

- Standard stall fees are \$25.00 (inc GST) per market
- Community / Information stalls (Available to not for profit groups only) \$10.00 (inc GST)
- Food/beverage stalls (excluding kitchen) \$45.00 (inc GST)
- Powered sites will incur additional fees

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## **PUBLIC LIABILITY INSURANCE**

Stallholders are required to provide their own (minimum) \$5m public liability insurance. A copy of the policy details (certificate of currency) must be provided with the application.

Coverage can be included in the site fee if required – additional \$10.00 per market (Lloyds of London - \$10m), \$1,000 excess and conditions apply.

## **SITES – under cover and indoor sites are limited**

- The sites vary from indoor, outdoor – no coverage and outdoor- under verandah
- Sites are allocated at the management's discretion
- Sites may vary in size – they are approximately 2.4m x 2m
- We do not supply or lease tents
- Tablecloths must be used at all times when displaying products.
- Stallholders must confine their displays and signs to the stall site and keep pathways clear.
- The venue has ample off street parking for patrons (approximately 120 spots including disability).
- Stall holders are requested to unload and then move their vehicles to the designated stall holders parking area

## **TRESTLE TABLES**

The market has a limited supply of tables for hire at \$5.00 per table per market.

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## **HEALTH REGULATIONS – FOOD AND BEVERAGES**

Stallholders who wish to apply to sell food/beverages must comply with all relevant food handling regulations and standards pertaining to local government. A copy of relevant permit is required along with the stall holder's application.

**Contact the Wyndham City Council Environmental Health Services on (03) 9742 0738 for details.**

## **WEATHER**

Yes - the market will operate regardless of the weather conditions.

**The Point Cook Market accepts no responsibility for adverse weather conditions and no refunds will be given for this reason.**

**THANK YOU FOR SUPPORTING THE  
POINT COOK MARKET.**

**WE LOOK FORWARD TO YOUR INVOLVEMENT.**

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