




pointcookMARKET



Stall Holder Guidelines and Conditions - 2018

All the things you need to know...

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| <p>ABOUT US</p> <p>PCM Est. 2007</p> | <p>The Point Cook Market is an initiative and program of the Jamieson Way Community Centre Inc. and operates on the site under a permit issued by Wyndham City.</p> <p>The Point Cook Market has been managed by the Jamieson Way Community Centre Inc. Board of Management since it was established in 2007.</p> <p>The Point Cook Market (PCM) aims to;</p> <ul style="list-style-type: none"> • Provide the opportunity for producers of craft and other quality produce to showcase their wares to the local community • Promote community spirit through interaction and involvement |
| <p>MARKET CONTACT DETAILS</p> | <p>Centre Manager: Melinda Collins (M: 0432 213 306) Centre Administration: 9395 3777 Fax: 9395 7791 Email: admin@jamiesonwaycc.org.au Website: www.jamiesonwaycc.org.au</p>  |
| <p>LOCATION of MARKET</p> | <p>Jamieson Way Community Centre 59 Jamieson Way Point Cook 3030</p> |
| <p>APPLICATIONS</p> | <p>A stall holder application form must be completed in full before the application will be considered Stall holders listed on the application form must be in attendance Stall holders must be present at all times during the advertised opening hours of the market</p> |
| <p>PRODUCTS for SALE</p> | <p>Only products listed and approved by management on the current application form may be sold. Additional items must be approved by centre management All products must be new – No second-hand items. If you wish to add items a request in writing with photos must be submitted Attach a photo/s to your application or send a jpg file via email to include product overview and stall set up - placement of your stall will depend on your set up</p> |
| <p>PUBLIC LIABILITY INSURANCE</p> | <p>Stall holders are required to provide their own (minimum \$20m) public liability insurance. A current certificate of currency must be provided with the application Alternatively public liability coverage can be included in the site fee if required – an additional \$13.00 per market is applicable – conditions apply</p> |
| <p>EXTRAS</p> | <p>Limited table hire is available and must be booked - \$7.00 per table per market Powered site inside only - \$10.00 per plug All electrical leads/appliances must be approved by centre management and tagged and tested by a qualified electrician before use</p> |



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| TRADING TIMES | 10.00 am to 2.00 pm Inside stall holders arrival time from 9.00 am to be ready at 9.50 am Marquees/outside stall holders to arrive and begin setting up from 8.15 am Food Trucks to arrive and begin setting up from 8.15 am Stall holders must not close up prior to 2.00 pm Refunds will not be issued due to failure to attend by the stall holder for any reason. |
| SITES | Sites shapes vary due to the style of the building and include both indoor and outdoor A photo of your site set up will assist management in providing the best suited location for your stall Indoor sites do vary in size - approximately 2.4m x 2m Marquee sites are available 3m x 3m – marquees/tents must be secure at all times and not extend onto pathways Sites will be allocated at the managements discretion We do not provide marquees or chairs Stall holders must confine their displays and signage to the stall site and keep pathways and emergency exits clear for safety and emergency evacuation Permission to attach signage/displays to walls must be received from management |
| HEALTH REGULATIONS FOOD and BEVERAGE | Stall holders must comply with all relevant food handling regulations and standards pertaining to local government. A copy of relevant Streatrader is required with the application for each market. Contact Wyndham City Environmental Health Services on (03) 9742 0738 for details |
| PARKING | The centre has ample off street parking Stall holders are requested once goods are unloaded to move vehicles to the parking area away from the building to allow for public parking |
| SMOKING | Smoking is not permitted inside the building or immediate surrounds |
| PETS | Pets are not permitted – registered assistance animals excepted |
| RUBBISH REMOVAL | Stall holders must leave the site clean and tidy and remove all rubbish from the centre and surrounds |
| CANCELLATIONS | Refunds will not be issued to stall holders for cancellations. If notice is received at least 48 hours prior to the market day, fees may be transferred to the next market date at the discretion of management. Fees will only be transferred over once. Refunds will not be issued due to weather conditions under any circumstances |
| OTHER | Photographs will be taken on market day for use by the community centre – if you do not wish your stall to be included please advise staff Jamieson Way Community Centre (PCM) accepts no responsibility for damages to persons or goods Jamieson Way Community Centre (PCM) has the right to reject any stall holder they believe does not comply with the stated guidelines and conditions Jamieson Way Community Centre (PCM) has the right to withdraw the right to trade of any stall holder Raffle ticket sales must be approved by management |