



### Stallholder Application

Company Name \_\_\_\_\_

(Stall Name)

Surname \_\_\_\_\_ First Name \_\_\_\_\_

Postal Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Facebook Page/Website \_\_\_\_\_

Have you had a stall at the Golden Gift in the past? If so, please provide details.

\_\_\_\_\_  
\_\_\_\_\_

Please give a brief description of your stall/products:

\_\_\_\_\_  
\_\_\_\_\_

How many spaces would you like to reserve? Spaces are approx. 3x3m and are \$20.00 each.

\_\_\_\_\_ Do you require an invoice Y/N? \_\_\_\_\_

Please advise of any additional requests/notes:

\_\_\_\_\_

**I have read the attached terms and conditions and agree to the terms.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **Shire of Leonora – Golden Gift Markets**

### **Terms and Conditions for Stallholders:**

***Below are the conditions required by the Shire of Leonora in order to comply with insurance requirements. By requesting applicants to agree to these conditions, Council is able to ensure that its insurance policies extend to stall holders and that they are not required to purchase their own policies. There is a lot to consider, but rest assured that if there's something that doesn't comply with your application, or if we need to clarify any information, we'll contact you directly. Alternatively, please feel free to contact us [facebook@leonora.wa.gov.au](mailto:facebook@leonora.wa.gov.au)***

### **Products**

- Only products that have been approved as per application can be sold. In order to add new items, a request in writing must be submitted along with photos of the new product.
- You may not sell goods on behalf of another person/artist/maker without prior approval. If a stallholder wishes to share a stall space, they must apply for one on their application.
- All stallholders are to ensure their products comply with the relevant safety and labelling standards for their items. ***The Shire of Leonora takes no responsibility for products/stallholders who fail to comply with standards and regulations.***
- Candles, oil burners and the like must be displayed unlit.
- Animals, alcohol, illegal drugs, weapons, counterfeit and any goods and services deemed unacceptable or inappropriate by the Organisers will not be permitted to be sold at the market.

### **Stall Application, Attendance & Fees**

- Acceptance of Stallholders is at the discretion of the Shire of Leonora.
- Notification of non-attendance is required. No refunds are payable for cancellation less than two weeks before market date.
- Stalls cannot be transferred, sublet, franchised or sold to any other person and cannot be shared without written approval from market management.
- Undercover stalls are approximately 3 metre frontage, and outdoor stalls are approx. 3x3 metres. Concessions do not apply to smaller stall spaces restricted by retailers.



- Stall fees are \$20 per stall. The stall fee provides insurance coverage under the Shire of Leonora's stallholder policy, however the following stallholders cannot be included on the Shire policy:
  - Second hand tools and electrical goods. New goods need to be tested and tagged to the Australian Standard.
  - Children's clothes
  - Children's toys and play equipment
  - Live animal sales
  - Massage.
  - Children's rides and animal rides
  - Any amusements rides and devices
  - Inflatable recreational equipment

***All Commercial Businesses are to have their own cover in place.***

### **Stall Set Up and Presentation**

- Stallholders must be set up and ready for trading by 9:30am. Stalls should not begin packing up until 1pm.
- Please come prepared for adverse weather conditions.
- Please keep your stall as well presented as possible – try and keep items not on display for the purpose of selling out of sight.
- Stallholders must supply their own set up for the markets including tables, chairs, display.
- Stallholder displays must stay within their assigned stall space.

### **Stall Operation**

- Stallholders must leave their area clean and tidy, boxes and cartons must be removed from the area.
- Competitions and raffles cannot be run without written approval from the market organisers.
- Stalls must not commence pack up prior to the advertised closing time.
- A stallholder who leaves stall/goods unattended does so at their own risk.
- Food retailers must be a registered food business, comply with local laws and have appropriate registration and insurances.



### **Road Closure**

The main street where the markets are located will be closed for the duration of the weekend. Stallholders will be contacted with instructions by email closer to the event date regarding set up of their stalls and parking of vehicles.

### **Other**

- The Shire of Leonora accepts no responsibility for loss or damages to persons, money or goods. The stallholder is responsible for the safety of the public within their allocated stall area and the safety of the goods sold.
- Images of stallholders and stallholder products may be used as promotional material by the Shire of Leonora for media and publicity purposes. By applying to be a stallholder you are agreeing to the use of images taken by the Shire of Leonora and the Leonora Golden Gift.
- Images supplied by stallholders may be used as promotional material for media and publicity purposes. By supplying images, you are confirming that the images are yours or permission has been granted for use of photography by the photographer.

### **Event Cancellation**

The Shire of Leonora reserves the right to cancel the event up to 24 hours prior to the event taking place. The Shire of Leonora will email vendors and notify them of event cancellation with as much notice as possible. Event cancellation may occur because there are insufficient stalls booked for the event, and on grounds of safety including severe weather.

***We have many stalls that request a specific site for the Leonora Golden Gift.***

***We will do our best to accommodate all requests, however cannot make any guarantees as stalls book out quickly and we try not to group stalls with similar goods together.***