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STALLS – TERMS & CONDITIONS

To assist us and ensure we have a successful festival, we ask you to adhere to the following:

HOURS	The Festival begins at 9.30am and ends at 4pm. We ask that all stalls are set up and ready to serve by 9.15am.
SET UP	From 7.30am to 9.15am - Please do not arrive before 7.30am.
VEHICLE ACCESS	No vehicles will be admitted to the closed roads area after 8.30am. Those that entered prior to this time must have their vehicles off-site by no later than 9am.
PARKING	Suggested parking areas will be sent out with your site map and receipt of payment.
PACK UP	The Festival officially concludes at 4pm. We ask that you DO NOT pack up until this time. All stall sites must be vacated and cleared completely by 5pm at the latest .
EMERGENCIES	If a personal emergency arises, and you have to leave early, you must inform Stalls Organiser Melissa Park, who will assist you in moving your vehicle safely through the closed roads area. You must comply with this requirement for safety and insurance purposes.
FEES	Stall fees must be paid no later than Friday 15 January 2010 . If your fee is not paid by then, your stall site will be re-allocated.
CANCELLATION	The Festival is on, rain, hail or shine, and will not be abandoned.
NO REFUNDS	If you do not turn up for whatever reason, or if you don't stay, the stall fee will not be refunded.
INABILITY TO ATTEND	In the case of an emergency, which prevents you from coming, you must notify Stalls Organiser Melissa Park immediately, so that she can allocate your site to another stallholder.
STALL SITE	Site sizes must be negotiated with Melissa Park. The site fee covers a standard site size 4 x 4m .
SIZE	You may only set up in your designated area. You may not encroach upon your neighbours. All tent guide ropes and tables must be within your designated area. An additional fee may be charged for stalls that use more than the allocated space.
ADDITIONAL SPACE	If you require additional space, discuss your needs with Stalls Organiser Melissa Park. This may require relocating your stall and payment of an additional site fee.
SAFETY	Please ensure that visitors cannot injure themselves at your stall. Report any safety related incidents to Stalls Organiser Melissa Park.
FOOD REGULATIONS	All food stalls must comply with Council Regulations. See Melissa Park for a copy.
PRODUCTS	Please sell only the quality products that were originally agreed upon with Stalls Organiser Melissa Park. If you wish to add to your product range, please discuss this with Melissa prior to adding those products to your stall.
PRODUCT LIABILITY	Stallholders are responsible for their own products. You need to carry your own Product Liability Insurance.
COPYRIGHT	Products that infringe copyright laws are not acceptable at the Festival. Fines for copyright infringement can be very substantial. This is YOUR responsibility.
RUBBISH REMOVAL	The rubbish bins provided are for the use of the visitors to the markets and are NOT for the use of stallholders. Stallholders are responsible for the removal of ALL rubbish from their site. Food vendors MUST take their food scraps with them. If this rule is not observed, any additional bin hire will be charged out to the responsible stallholders.
YOUR FEES CONTRIBUTE TO	Newspaper & magazine ads, TV & radio commercials and flyers, road signs, banners and entertainment.
INSURANCE	Stallholders MUST have their own Public Liability Insurance. You must provide evidence of your current policy (Certificate of Currency), or you will not be allocated a stall.
CONDUCT	Please remember that we are operating in front of the general public and you should present yourself in a courteous and respectful manner at all times. Rude, abusive or other disruptive or offensive conduct is not acceptable. Do not enter into any debate or argument with any visitor or other stallholder. If any stallholder creates or finds themselves in a situation that is liable to cause embarrassment, dispute or any kind of problem to others, you must contact Stalls Organiser Melissa Park immediately. Stallholders are responsible for the actions of their representatives, employees or agents.

Melissa Park Events
Stalls & Amusement Ride Organiser.