



Winchelsea  
Community Market



**REGISTRATION FORM**

Any queries & completed applications to be forwarded to [winchelseamarket@gmail.com](mailto:winchelseamarket@gmail.com)  
Available for downloading on line as well [www.growingwinchelsea.com](http://www.growingwinchelsea.com)

**CONTACT DETAILS**

NAME: .....

EMAIL: .....

MOBILE / LANDLINE:  
.....

ADDRESS:  
.....

EMERGENCY CONTACT:  
.....

**SITE DETAILS**

Inside Hall (\$30) - indicate number of sites requested

Outside (\$25) - indicate number of sites requested

STALL PRODUCTS:.....

DESCRIBE STALL SET UP (e.g. Marquee, freestanding, table, etc)  
.....

**Payment, following approval must be made no later than the Thursday prior to the Sunday Market**

\$10,000,000 Public Liability Insurance Certificate of Currency attached (Please tick)

**I agree to the conditions of entry & will provide a Certificate of Currency on the day for market operators**

Signature.....Date...../...../

Public Liability Insurance is mandatory at time of registration. Minimum public liability is \$10,000,000 noting that Growing Winchelsea Inc as an interested party (for queries refer to your insurer). All stallholders must provide a copy of certificate of currency otherwise you will not be allowed entry to the event.

NOTE: Growing Winchelsea Inc operates on a Bona Fide basis Limited but not limited to. All stallholders, participants, performers, operators and operations must produce a certificate of currency noting Growing Winchelsea Inc for their respect, rights and interest, this must be done upon completing the declaration to be involved at the event.

## STALLHOLDER TERMS & CONDITIONS

**BOOKINGS:** Email: [winchelseamarket@gmail.com](mailto:winchelseamarket@gmail.com) or telephone:  
Lesley Christie Growing Winchelsea Rep Mobile: 0427809988  
Kim Johnson Stallholder Coordinator Mobile: 0418566790

### **PAYMENT:**

Payment must be received no later than Thursday before the Sunday market. No cash will be collected on market day. You can pay monthly, 3 monthly, 6 monthly, annually

NAME: Market Account Growing Winchelsea  
BSB: 633000  
ACCOUNT # 163755994

### **TRADING:**

Hours of trading are 9.00 am to 1.00 pm - Stalls must remain open during trading hours

### **EQUIPMENT:**

Outside stallholders to provide their own trestles, tables, chairs, marquees/gazebos. Please ensure you have 20 kg sandbags/weights to ensure your tent, marquees or umbrellas are secure in all weather conditions. Access to power is available but you must provide your own tagged lead.

### **INSURANCE:**

All stallholders must have their own Public Liability Insurance. You will need to provide a copy of your Certificate of Currency when you register.

### **FOOD REGISTRATION / STATEMENT OF TRADE:**

Food vendors must submit a statement of trade via "Streatrader" [www.streatrader.health.vic.gov.au](http://www.streatrader.health.vic.gov.au) and ensure that all requirements under the Food Act 1984 will be complied with. If the vendor cannot produce proof of Streatrader Registration when requested by the Market Operator the vendor will be refused entry to the market.

### **STALLS & PRODUCTS:**

All goods should fall into one or more of the categories of handmade, homegrown, vintage, fair trade, recycled, environmentally friendly and must be approved by the market operators. We support the Surf Coast Shire's *Plastic Wise "Events and Markets Policy*, which aims to eliminate single use plastic bags, bottles and packaging to protect the local environment. With this in mind, please ensure your packaging is kept to a minimum.

### **RUBBISH / WASTE:**

Stallholders are responsible for removing all their own rubbish/waste. The bins provided at the market are for general public use only.

### **CAR PARKING:**

Car parking is available in Hesse Street, also in front of the shopping strip on Main Street outside The Foxes Den

### **FIRE SAFETY:**

Vendors using cooking equipment must have a portable, in-date tested and tagged fire extinguisher. A fire blanket is also recommended. If you have gas bottles, they must be in-date and be certified by ESV. Solid fuel cooking equipment is not permitted without proper guards or barriers.

### **ELECTRICAL EQUIPMENT:**

Stallholders are responsible for supplying their own extension cords and ensuring they are suitable for the amount of power being drawn. All electrical cords are to be tagged and dated to AS/NZS 3760:2010 standards. Stallholders will not be able to use it if not tested, etc.

**LOSS OR DAMAGE:**

Stallholders are liable for any loss or damage caused by the stallholder or their employees or contractors. Stallholders will indemnify Growing Winchelsea Inc for any loss or damage they may suffer as a result of the stallholder's actions or omissions.

**COMMUNICATION / PROMOTION / BEHAVIOUR:**

We hope our market will provide you with promotion and community engagement opportunities - we utilise both social and newsprint media exposure to actively promote the market, any entertainment offered and stallholders. We welcome any newsworthy items and frequently take photos for promotional purposes.

Feel free to chat and engage with customers - make them feel they have entered a family of engaging and creative people.

Behaviour that is seen to be exclusive and/or aggressive will not be tolerated. Any grievances may be addressed by the market operators via email.

**EVACUATION:**

In the event of an evacuation please walk at an orderly pace to the grassed area near the wall adjacent to the car park where it turns left to the back of Winchelsea House. For those in the Shire Hall exit via front doors.

<b>Emergency Contact Numbers</b>			
Fire Ambulance Police	000	SES (Storm/floods)	000
Secondary emergency Market Warden	Lesley Christie: 0427809988 Kim Johnson: 0418566790	Local Police	52 672025
Electricity Power Supply	13 22 06 Powercor	Poisons Information Line	13 11 26
Nearest Hospital	Colac Hosp 52 325100	Medical Centre	Colac Hosp 52 325100