

STALLKEEPER INFORMATION

1. DAYS & TRADING TIMES

The Market trades Saturdays every two months approx. Morning from 10.00 am – 4.00 pm

2. LOCATION OF MARKET

King George Square Brisbane CBD

3. STALL FEES

- Table Stall: \$50.00 - \$100.00
- 3 metre X 3-metre stall space: \$200.00 - Included two power points
- Larger size stalls with multiple tents: Fees available on request
- Extra Powered for a stall – \$10 per stall
- Bin – extra \$10 per stall
- Not for Profit Organisations: No Charge

4. PAYMENT OF FEES

Stall Fees must be prepaid and received within ten working days before to the day of attendance to secure Stallkeeper booking. The payment must be made to the bank account indicated by the Director of Latin House organisation.

5. STALL FEES CANCELLATION

Stall Fees will only be transferred whether notice of cancellation is received by the Director (Latin House Website email address) before 5 pm Wednesday before the market.

6. PUBLIC LIABILITY INSURANCE

The Director has taken out public liability insurance for the amount of \$10,000,000.00 (with a \$5,000.00 excess) on behalf of Stallkeepers who are uninsured (special cases defined by the Director). A copy of the terms of the Market Insurance Policy is available by a written request by the Stallkeeper addressed to the Director.

The Director reserves the right to offer a discounted Stall Fee to Stallkeepers who have their public insurance policy. Stallkeepers are required to evidence any public liability policy they hold to be eligible for the discounted Stall Fee rate. The policy in this regard is: "No Paperwork – No Discount".

STALLKEEPER MUST HAVE THEIR PUBLIC AND PRODUCT LIABILITY INSURANCE IF THEY SELL CERTAIN PRODUCTS

Please note that it is a strict requirement that a Stallkeeper must have in place a public and product liability policy with a minimum of \$10 million covers in the Stallkeeper's name if the Stallkeeper offers for sale any of the products listed below.

- Cosmetics and beauty products
- Medicines, Potions, Oils, Fragrances and Soaps
- Second-hand electrical goods and toys
- Massage, manipulation of muscle, chiropractic or similar
- Hot Food

A copy of the Insurance Certificate of Currency must be supplied to the Director before a Stallkeeper may trade at the Market. It is the responsibility of the Stallkeeper to ensure that the insurance is renewed and remains current for the term that the Stallkeeper undertakes Trading Activity at the Market.

7. CONDITIONS- ENTRY INTO THE MARKET

The potential Stallkeeper must first submit an online Application and will be notified whether they have been successful within eight working days.

8. EQUIPMENT

The Market does NOT supply any equipment. The Stallkeeper must bring and display all of the equipment needed for the Market including marquees, tables, chairs, etc. Each stallkeeper is limited to their designated space and must contain all their stuff within this space. Products are not to be placed in aisles or on the ground in front of stalls. No A-frames are to be used outside of the stall space.

9. SCHEDULE- WHAT TIME STALLKEEPER ARRIVE? WHERE STALLKEEPER GO TO UNLOAD AND LOAD?

Market staff will be located at the Entry Point at Ann Street and along the Market.

They will confirm your arrival and direct you to your Stall.

A map will be provided if required to assist you in finding your stall.

9.1.BUMP IN TIMES: 8:00 AM – 9:30 AM. (VEHICLES MUST EXIT THE MARKET BY 9:30 AM)

- Drive into Market via Ann St
- Unload (No Setting Up!)
- Drive out of Market
- Set Up your Stall

9.2.BUMP OUT TIMES: 4.00 PM – 6:00 PM.

- Pack Up your Stall
- Drive into Market via Ann St
- Load Up
- Drive out of Market

9.3.PARKING

Paid parking is available on King George Square Car Park for \$5/day - Note: Council parking officers patrol this area frequently on Saturday's and financial penalties do apply for offenders.

10. BAD WEATHER POLICY

The Market will operate rain, hail or shine.

11. TERMS AND CONDITIONS APPLY

All Stallkeepers are granted consent to trade at the market on the condition that they agree to the Market Regulations and Manual Stallkeeper by completing an Application Form and forwarding the completed form to the Director via email.