



The **Kingsbury Drive Community Market** is managed by Diamond Valley Community Support Inc. (DVCS/ Manager) under the agreement with La Trobe University, and within other legislation, rules and regulations relating to the operation of community markets.

Market address: Car Park 3,
La Trobe University - Bundoora Campus
Kingsbury Drive
Bundoora 3083
(Entry to market via Waterdale Road)

Market Phone: 0455 265 599
Market Email: dvcsmarkets@dvsupport.org.au
Market Website: www.dvcsmarkets.com.au

Terms and Conditions

Stallholder Application

- Apply via www.dvcsmarkets.com.au. Complete and submit a new stall holder on-line application
- The description of the products for sale is critical as the Manager reserves the right to reject an application where the same product(s) are already being sold. Stallholders can only sell products that are agreed upon during the application process. Email project@dvsupport.org.au for approval of any subsequent new products.
- Food stallholders must have a food trader licence and public liability insurance (minimum \$20m)
- All other stalls that sell consumables, including cosmetics and animal products must have public liability insurance (minimum \$20m)
- All vehicles brought onto the market site must have Third-Party property insurance
- A decision on an application should be communicated within 14 days of submitting an application

Operating Times

- Arrival Time is 6:30 am onwards (Regular positions cannot be guaranteed after 7:30 am)
- Enter via the left exit off the roundabout to car park 3
- The stallholder must match the booking name and provide proof of identity/payment, if asked
- The market officially Opens from 8.30am onwards

Site fees

- Site fees must be paid in full prior to the market day.

Non-Attendance/Cancellation

- The stallholder must inform the Manager as soon as possible when they are unable to attend, via email dvcsmarkets@dvsupport.org.au or text the market mobile on 0455 826 599. To ensure a credit for future markets, notice of non-attendance must be received before 7.30am on the market day. (must be redeemed within 3 months)
- On market day, once a stallholder is "booked-in", no credit will be given if the stallholder chooses to leave.

Stall Sites

- The stallholder must ensure all structures, equipment and vehicles fit within the booked site limits
- The stallholder, must have weighted structures and suitable safety equipment



- The stallholder is responsible for their own rubbish, including packaging, which must be removed at the end of the market (do not use the market bins)
- Market management will conduct regular site inspections if structures deemed unsafe this may require immediate dismantling. Any such decision by market management must be abided by.
- Stallholders cannot move any vehicle within the market area between 8:00 am and 1:00 pm without prior market management approval

Health and Safety

- All structures (ie tents, marquees) must be weighted down appropriately
- Generators must operate with minimal noise and fumes
- All electrical leads must be tagged and tested
- All electrical leads must be correctly plugged in and covered to avoid being a trip hazard
- LPG gas equipment must be in good working order and cannot be used on total fire ban days (stall holders must fire extinguishers)
- Stallholders must have their own weather protection
- The entire market area is a smoke-free zone

Products and Services

- Market management can terminate the sale of products or services that are illegal, counterfeit or not in accordance with the approved stallholder application
- Lobbying or representing political, religious, or potentially contentious community or social issues is prohibited
- The sale of all electrical items must be tagged and tested before sale

Other Requirements

- Abusive language or offensive behaviour to staff, fellow stallholders or customers will not be tolerated (this may lead to cancellation of your contract)
- Damage to property, their own or to a fellow stallholder are the stallholder's responsibility
- DVCS can refuse stallholder participation for any breach of these terms and conditions
- Market management has the full authority to enforce these terms and conditions, including directing a stallholder to leave the market site for failure to comply
- On extreme weather days, market management may cancel the market. All stall holders and customers will be notified via email and social media platforms. This will result in a full credit for a future market. If on market day the weather turns bad, the market may be closed at the discretion of market management.
- Payments are to be made online, prior to market day, unless otherwise agreed, via <https://sitetrak.com.au/home.asp?c=DVCS%20Inc>

Scheduled Market Closures

- During Christmas/New Year period and August for La Trobe University Open Day

Complaints

- Complaints are to be addressed with the Market Manager on the day or can be directed to the Market Co-Ordinator project@dvsupport.org.au

Diamond Valley Community Support Inc.
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Greensborough 3088
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