**Stall & Food Vendors – Terms & Conditions**

**This contains important information for all stallholders – please read carefully.**

The *Roleystone Markets* are designed to bring together a mix of quality art and crafts, provisions and produce. In addition, we aim to have live entertainment, children’s activities and great food stalls.

*\*\*The Roleystone Market Committee reserves the right to review pricing yearly at the Roleystone Community Garden Annual General Meeting.*

**Application and Approval Process**

* Vendors will be selected based on Categories to be determined by the Roleystone Markets Committee;
* Accepted applications will be selected on a balanced product category basis.  Please be aware that when you submit your application this does not mean you have been accepted to attend the market;
* Applications will be accepted up to and including 3 weeks prior to the Market date;
* You will be notified of acceptance of your application no later than 2 days after the application date cutoff; and
* Full payment of your site is required within 7 days after you have received a confirmation email of acceptance. If you have not payment within the specified time period, your application will be cancelled and your position will be offered to another stall/food vendor.

**Stall Presentation and Signage**

* Stalls should be of a high standard with good quality products. We want to be known for our excellent range and quality of products for sale;
* All stall holders are to provide their own tables, chairs, lighting and a marquee;
* Stall holders are to erect and take down their own marquee;
* Please note whilst we encourage stall holders to promote their stalls within their stall area, we request that stall holders refrain from “leafleting” customers around the market area;
* It is essential that stallholders display their goods within their allocated space;
* The Market Coordinator (or their representative) will ask stallholders to change their display if it is impacting on neighboring stallholders or the public thoroughfare; and
* Stall placement is at the sole discretion of the Stall Coordinator.

**Important information for all stalls selling any food consumables**

* If you are selling food for consumption at the markets, you must have a valid permit from the City of Armadale Temporary Food Permit; and
* You will need to supply the Food Coordinator with a copy of your approval from the City of Armadale 7 days prior to the market date.

**Arrival and Departure**

* In order to ensure the best presentation and minimize the possibility of accidents, all stalls must be **completely set up a minimum of 45 minutes prior to the start of the markets;**
* It is preferable that you arrive a minimum of 1.5 hours before the commencement time of the markets to provide plenty of time for set up and removal of vehicles from oval;
* Please be courteous to other stall holders by unloading and vacating the market area and getting your vehicles parked as quickly as possible;
* All stallholders are required to remain set up and open for business until the market is closed. A market close, please take care in loading your goods as quickly as possible to allow other stallholders to bring their cars in to load their goods;
* When exiting and entering the oval to set up and pack down with your vehicle please follow the pathways and directions as marked on the same plan;
* Parking will be allocated for **one** vehicle only per stall holder. The location and directions will be advised closer to the date on the site plan. Please note that the decision to limit allocated parking to only one vehicle per stall is to provide greater parking options for our visitors/your customers;
* All your rubbish must be taken away with you; and
* Smoking is strictly forbidden within the market area, please be courteous to our other stallholders and customers and smoke well away from the market area.