



## **RIGHTS AND RESPONSIBILITIES OF STALLHOLDERS**

This document outlines your rights and your responsibilities as a stallholder with the Castlemaine Artists' Market Inc. The Rights and Responsibilities document are subject to change at the discretion of the Castlemaine Artist Market Inc. Stall holders will be notified of any changes.

### **It is your right to**

- ≡ Be allocated a space for your stall at any market where you have paid your stall fee in advance and received an acceptance advice from the market coordinator.
- ≡ Request a certain stall space, however, final allocation of spaces are at the discretion of the coordinator, taking into account whole of market requirements.
- ≡ Be advised of all changes in fees and stallholder rules at least one month in advance of implementation.
- ≡ Share in the customer-base and advertising outcomes for the market.
- ≡ Receive a refund of stall fees paid for any day that is cancelled by the Market Committee due to extreme weather conditions. This could also be a transfer of fees if preferred.

### **It is your responsibility to**

- ≡ Guarantee that your products are designed and/or made by yourself, and are those that have been given prior approval by Castlemaine Artists Market Inc.
- ≡ Apply for new work you wish to add to your stall.
- ≡ Provide a copy of your current public liability insurance certificate to Castlemaine Artists Market Inc. (preferably digital format) or be covered by the market insurance policy and pay the insurance levy as it applies.
- ≡ Pay your stall fee one week prior to the market date. Preferred method is by direct payment into the CAM bank account at: Bendigo Bank BSB 633 000 Acc 146593058. Please reference your name and the month for administrative purposes. If the stall fee is not received the place may be allocated to the next person on the waiting list.
- ≡ If the booking is cancelled within 7 days of the market date, 50% of the stall fee will be forfeited. If the booking is cancelled within 24 hours of the market date the full stall fee will be forfeited.
- ≡ Advise the CAM coordinator at least one week in advance if you do not intend taking up your booked space so the stall can be reallocated.
- ≡ Communicate respectfully with the Market Coordinator and Committee members. Their aim is to build and promote the market and they are often striving to meet the needs of the market stall holders as well as keeping in mind the requirements of the community and stake holders in the venues where the market is held. All decisions made regarding the Market are made with the intent to best support the Castlemaine Artists Market. If you have any feedback for the Coordinator or the Committee please provide this in writing where it will be tabled at the next meeting.
- ≡ Accept responsibility for all expenses arising from damage or theft of artwork and goods whilst within the market precinct.
- ≡ Display your products in a professional manner and with a quality that will enhance both artwork/goods and market aesthetics.

≡ Supply your own table, chairs, marquees etc. for the site you are allocated. All marquees/umbrellas **must be securely weighted by 10 kg bags per leg to abide by our insurance policy.**

≡ Adhere to the set-up and take-down times nominated for the market.

≡ Set up and maintain your stall within the space allocated and remove all rubbish in and around your stall after the close of market.

I understand and agree to these rights and responsibilities.

Name: .....Of (Business Name):.....

Signature: ..... Date:.....