



RIGHTS AND RESPONSIBILITIES OF STALLHOLDERS

(Current as at 13 January 2021)

This document outlines your rights and responsibilities as a stallholder with the Castlemaine Artists Market Inc. The Rights and Responsibilities document is subject to change at the discretion of the Castlemaine Artists Market Inc. (CAM). Stallholders will be notified of any changes.

It is your right to:

- Be allocated a space for your stall at any market where you have notified that you will attend the market and where you have received an acceptance advice from the market coordinator.
- Be allocated a space where you have paid your stall fee in advance.
- Be allocated a space at the discretion of the market coordinator, taking into account the market requirements.
- Be advised of any 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 made by yourself, and are those that have been given prior approval by Castlemaine Artists Market Inc.
- Apply for any new work that 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 at least one week prior to the market date. Preferred method of payment is by direct deposit 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 your place may be reallocated.
- Advise the Market Coordinator at least one week in advance if you do not intend taking up your booked space so the stall can be reallocated.
- If your booking is cancelled within 48 hours of the market date, your stall fee will be forfeited, unless there are extenuating circumstances.
- 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 that will enhance both artwork/goods and market aesthetics.
- Supply your own table, chairs, marquees etc. for the site you are allocated. All marquees 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.
- Communicate respectfully with the Market Coordinator, Committee Members and fellow stallholders. The responsibilities of the Market Coordinator and Committee Members are to build and promote the market and they are often striving to meet the needs of the market stallholders as well as keeping in mind the requirements of the community and stakeholders 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 discussed at the next Committee meeting.
- If you do not meet this responsibility, the matter will be referred to the Committee.
- Abide by the requirements of the Castlemaine Artists Market COVID-19 Safe Plan, including temperature checking.

I agree to abide by the Rights and Responsibilities for the Castlemaine Artists Market Inc.

NAME:

SIGNATURE:

DATE: