

Booking Requirements

Due to the covid-19 safety plan the Valla Beach Community Association (VBCA) needed to reduce the number of sites available to stallholders.

Bookings are now required.

Payment for the allocated site is to be paid within the week of issue or if booked in the last week before the market to be paid by the Thursday before the market date.

For bookings, payment details or enquiries about our next market call the Market Manager, **Gary**, on **6569 5410**.

You are a permanent stallholder and cannot attend this market, so we can note you absent on our bookkeeping.

We require you to contact us at least 2 days before the market date if you are unable to attend. This will hold your booking for the next market. If you do not contact us to advise you will not attend, you may forfeit your holding fee and site number.

You are selling food or drinks

To ensure that we have sufficient space in the food court we need any food or drinks vendors to request and/or confirm attendance. Payment for allocated site to be paid for in advance.

Please note that all food outlets must have their own insurance cover; we cannot supply casual insurance for such stalls.

You require power

Due to the limited availability of powered sites, stallholders needing mains power must book in advance. Likewise, if you have made a booking and are not attending for any reason, then you must notify us beforehand.

Contact the Market Manager no later than the Wednesday prior to the market if you need to **cancel** a powered site.

On market day ensure that you arrive well before the market opens at 8am as we need to spend extra time to make the necessary connections.

You want to be in the Community Tent

The Community tent has proved very popular for new stallholders, those with seasonal produce, or those with very limited space requirements. It's been so popular; **you need to book if you want a spot here**. Priority will be given to new starters, seasonal produce, and locally made products or craftwork.

Payment for a position in the community tent will be required to be paid in advance.

If you have booked a spot and are unable to make it for any reason then please contact us as soon as possible before the market. The tent is often booked out and we have a waiting list so if you have booked a spot but fail to turn up, thus denying another stall holder, we reserve the right to charge you a no-show fee or refuse a future booking.

Arrival & Departure

Vehicles will only be allowed to unload before market opens to the public (6am to 8am) and load only after the market closes (after 1:00pm). This is a Health and Safety regulation! If you wish to leave earlier your vehicle must be escorted by a committee member. After setting up your site, stallholder's vehicles should be moved away from the market area.

Stall Fees

Due to the Covid-19 Safety plan we are now allocating casual sites.

Payment for your allocated site is to be paid within the week of booking or if booked in the last week before the market to be paid by the Thursday before the market date. Non-payment will result in your site being allocated to someone else.

Market staff will collect fees after the commencement of the market.

If you decide to leave before your fees have been collected it is your responsibility to come to the market office, located near the Lion's Van, and pay your fees.

Insurance

Complying with our insurance commitments is a major requirement for our market's survival. Our permit to run the community market is dependent on all stallholders having verifiable insurance cover on the day so we will be carefully checking

If you have not provided a copy of your current insurance or have a copy with you on market day, you will need to buy casual stallholder cover for the day, or you may be asked to leave the market.

NOTE: All food vendors *must* have their own insurance cover.

Permanent stallholders may provide a copy of their insurance each year at renewal,

Casual Stallholders are required to bring a copy of their policy with them to each market they attend.

Postponement & Cancellation Policy due to Bad Weather

Unless threatened by extreme inclement weather the market will be on. Please note that:

- If a significant rain event has occurred in the day/s before market day, or is predicted to occur on market day, we will place a notice on our Website and Facebook Page by 9pm on Friday evening to indicate whether or not the market is cancelled.
- In the event that the market is not cancelled, but conditions are unfavourable on the day, the Market Manager will check ground conditions, consult with committee and staff, as well as gauge response from stallholders, prior to decision making.
- If the market is cancelled, the Market Manager will contact all major radio stations and place announcement to that effect, as well as providing a message on any phone answering system.
- If the market goes ahead on an inclement day, all stall fees and payments are due. Stallholders need to provide their own weather protection, e.g. sun and rain protection.

Code of conduct

We ask all people who attend Valla Beach Markets to be respectful of market visitors, stallholders and market volunteers.

Rude language, suggestions and gestures will not be tolerated and may result in expulsion from future markets.

We are all volunteers trying to help the community.