

## Event Details

**Name** \_\_\_\_\_

**Location/Venue** \_\_\_\_\_

**Date/s** \_\_\_\_\_

**Set Up Time** \_\_\_\_\_ **Start Time** \_\_\_\_\_ **Finish Time** \_\_\_\_\_

**Coordinator Name** \_\_\_\_\_

**Phone Home** \_\_\_\_\_ **Mobile** \_\_\_\_\_

## Market Stall Holder Details

*Disclaimer Civil Liability Act 2002: By participating in [Name of event] you agree to do so at your own risk and to exonerate [Event organising committee], associated Community Groups and Greater Hume Shire Council against all claims which may be brought in respect of any injury or loss sustained due to alleged liability or otherwise.*

**Name** \_\_\_\_\_

**Stall Type** \_\_\_\_\_

**Phone Home** \_\_\_\_\_ **Mobile** \_\_\_\_\_

**Email** \_\_\_\_\_

**Special Requirements**  
Eg. Position, power, water – subject to approval if available

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## Insurance and Certificates

<b>Public Liability Insurance</b>	Attached	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Food Handling Certificate</b>	Attached	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Other</b> _____	Attached	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

## Market Stall Holder Responsibilities

- Stallholders must arrive and set up within the designated time.
- Responsible for their stall/display which must be supervised at all times.
- Must ensure that all goods/equipment for sale is safe and meets relevant safety standards and requirements.
- Interact politely and appropriately with event participants, particularly child participants
- All electrical equipment including cords must be tagged and weather proof and away from public traffic areas.
- Areas are to remain safe at all times and control measures undertaken for any items posing a risk.
- Stallholders are to comply with any industry standards or regulations relating to their activity eg food handling, amusement devices etc.
- Must notify the event or emergency coordinator in the event of an emergency.
- Must familiarise themselves with emergency procedures for the event.
- Must pack up at the agreed time and ensure there is no obstruction or inconvenience to the public or any other participant.
- Ensure that the area is left clean and without damage or risk to the public or any other participant.

**Market Stall Holder** \_\_\_\_\_ *Print Name* \_\_\_\_\_ **Date** \_\_\_\_\_  
\_\_\_\_\_  
*Signature*