



Mareeba Markets

Proudly operated by St Thomas of Villanova Catholic School P&F Association

Casual Stallholders 2022

When: 2nd and 5th Saturdays of each month – 7:30am to 12:30pm
Where: Centenary Park, Byrnes Street, Mareeba.
Contact: Coordinator: 0419 788 277 Email: coordinator@mareebamarkets.org.au
Postal: 63 Constance Street Mareeba QLD 4880
Online: www.mareebamarkets.org.au Facebook/Instagram: @mareebamarkets

PLEASE READ THIS DOCUMENT AS IT CONTAINS IMPORTANT INFORMATION

Please find attached a copy of the Casual Stallholder Registration Form, Mareeba Markets Terms and Conditions, Market Map, Traffic Flow Map and Mareeba Markets Dates for 2022. At time of print, stall fees are \$20 for a 3m x 3m site, however this is subject to change at the discretion of the committee.

The Casual Stallholder Registration form must be fully completed and returned to the coordinator. **Only registered stallholders are permitted to trade at our market.** Please read the Terms & Conditions carefully before completing your registration form as you are agreeing to abide by them when signing and please indicate clearly if you need to be included on the Mareeba Markets Insurance policy or submit a current copy of your own Public and Product Liability Insurance with your form.

How to book a site at the Mareeba Markets :

- Email and phone messages are our only booking & enquiry avenues. Bookings, cancellations and enquiries cannot be made via text, social media or in person.
- To book for the Mareeba Markets please send an email with a booking request for EACH MARKET SEPARATELY to coordinator@mareebamarkets.org.au
- Emailed requests should have the *date of the market you want to attend in the subject line and a new email for each booking.* (Emailed bookings can be made up to 3 markets ahead)
- Please be aware : if you are offered a site you **must** confirm your attendance by the date & time in the offer email or the site will be passed onto another stallholder on the waitlist

Preference is given to emailed requests.

Phone bookings can be made on the Market Phone message bank. Phone bookings open on the Tuesday following the previous market. **Phone bookings can only be made for the next market.** Do not leave a booking request for any market other than the date in the message.

For every booking (even if you have attended before) please include :

- Your contact details
- A brief description of the product you wish to sell.
- Any special site requirements (double, car preferred, car essential, shade, facing away from the sun etc) We will do our best to accommodate these but please understand it is not always possible.

When phoning, please speak slowly and clearly and repeat your phone number. Please do not use loudspeaker, as the messages get very distorted.

Only one email OR phone call to the message bank is necessary to make your booking.

The coordinator will return your email anytime from when it is received up until the Friday before the market. Please ensure you check your Spam/Junk folders if you have not heard from us.

Phone calls will be returned during the week before the market, usually after 4 pm Wednesday. If you need more notice before this time please state in your booking message.

There are no guarantees that enough sites will become available to accommodate every stallholder on the waiting list. Stallholders with **unique products or local seasonal produce** will be given priority. We aim for the best quality and variety of stalls and products.

Please note : the majority of monthly cancellations are not received until the Wednesday prior to the markets, so most casual sites cannot be allocated until late during the week of the markets.

If you have submitted a booking and your plans change and you are unable to attend the date requested, please cancel your book ASAP – Do not wait until you have been offered a site!

The coordinator will be on site and **available for enquiries from 6.00 am** on a market day and casual stallholders should report to the information stall to confirm the location of their allocated site, to avoid setting up in the wrong position.

If you do not receive a site allocation prior to the market date, you can turn up on the morning in the event of 'no shows' but you will not be guaranteed a site. By 7:15 am on a market morning any sites not occupied can be allocated to a waiting vendor, at the discretion of the coordinator.

Stallholders are responsible for bring all the requirements they need for their stall; gazebo, tables etc. Each site will fit a 3m x 3m gazebo. Some of these sites have car parks available some do not and there are no powered sites. There is a one-way traffic policy - this is important for safety reasons, please refer to the map attached which is also available on our website.

You cannot drive on or off the grounds between 7.30am and 12.30pm

If you do not have a car site :

- If parking is not available at your site, you can drive in and unload your vehicle, however it must be moved off the market ground before 7.30 am.
- Please ensure you unload your vehicle and move it off the grounds BEFORE setting up your stall, this includes your gazebo. Also completely pack up your stall before bringing your car in at the end of the day, to limit the number of vehicles in the market grounds at these busy times.
- There are allocated stallholder parking areas. Please see our website or visit the information stall for details about where to park. **Do not use** the marked spaces on either side of the park.

As there are a variety of site sizes, and availability is also dependent on cancellations, casual stallholders must be prepared to take whatever is available. You will not usually be placed near someone with similar wares, however this cannot be guaranteed.

To become a permanent stallholder you must attend 4 markets, and then apply to be on the Permanent Stallholder Waitlist. If a stall becomes available it is first offered to Permanent Stallholders who wish to move, then to people on the waitlist. Offers are made dependent on uniqueness of product and products on nearby stalls, then in order of application.

Prepared-food sellers must be licensed. This includes cooked food samples and dried fruits. It is up to the individual stallholder to contact Mareeba Shire Council to confirm licensing requirements. You are required to provide a current copy of your licence to the Market Coordinator.

Stallholder rubbish – please take all your stall rubbish with you, **do not use the park bins.** This includes ALL vendors, including Food and Drink stalls.

Following our Terms and Conditions is important for safety, fairness and a smooth-running market day. They were not set lightly and a lot of thought and care has gone into establishing them. Every stallholder is given a copy and they are available on our website. **There is no excuse for not observing them.**

Many thanks from our Coordinator and St Thomas's P&F Committee ☺