

# MURRUMBATEMAN VILLAGE MARKET (MVM)

*Sponsored and endorsed by MPA (Murrumbateman Progress Association)*

## STALL HOLDER APPLICATION FORM

Instructions: Save this word doc to your computer, fill it out and email it as an attachment to [info@mvmarket.com](mailto:info@mvmarket.com)

**All applications are subject to approval by the MVM committee.**

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| <p><b>Business/Trading Name:</b> <input type="text"/></p> <p><b>ABN: (if applicable)</b> <input type="text"/></p> <p>It is not necessary to be a business and we welcome casual sellers. But, if you are a business we'd like to know.</p>   |
| <p><b>Contact person:</b> <input type="text"/></p> <p><b>Preferred name of Person at Stall:</b> <input type="text"/></p> <p>(so we know what to call you and can introduce you to your neighbour stalls)</p>   |
| <p><b>Product Description:</b></p> <p>Please detail the range and varieties of your products that you propose to bring to the market. Please describe fully – insufficient information will prevent the committee from approving your application.</p> <p><input type="text"/></p> <p>To assist us with review of your products and our social media marketing please provide us with details of your Facebook, Instagram or Twitter accounts.</p> <p><input type="text"/></p> <p><b>Note:</b> Any subsequent additions to your product range must be advised in writing to the committee and such <b><u>additions are subject to approval</u></b></p> |
| <p><b>Address:</b> <input type="text"/></p>  |
| <p><b>Mobile Phone:</b> <input type="text"/></p> <p><b>Business Phone (if different):</b> <input type="text"/></p>   |

**Your Email address:**

Note that most market correspondence and notifications occur through email, including regular market email campaigns. If you don't have an email, you have to rely on the website and stallholder facebook page for updates. You may like to join our Murrumbateman Stallholder Facebook Group. Search for the group or [access it here](#) and then request to join. Once you are approved as a stallholder we will approve your joining request.

**How often would you like to attend?**

Please indicate or describe your preference. This is not final, we are flexible about attendance. If you would like to be a regular then we will assume your attendance and put you on the layout unless you advise otherwise. If you like to be a casual we leave you off unless you request attendance beforehand.

- Once
- Occasionally
- Once a month
- Every market

Please advise the date you would like to start at the market:

**For Food Vendors:**

**Has Yass Council been notified of your intent to sell food at the market?**

- Yes
- No
- Not applicable

If you are selling food products you are required to:

**Notify** Yass Valley Council using Form 187 on Council's website <https://www.yassvalley.nsw.gov.au/forms>

**Check** the food safety and food notification requirements of the NSW Food Authority. Further details at our website at: [www.mvmarket.com/information-for-stallholders](http://www.mvmarket.com/information-for-stallholders)

**Where do you source any ingredients that you don't grow?**

**Provenance:**

Locally-made products with vendor input are preferred at the market. To help us evaluate your products, please indicate the appropriate category from the following; select all that apply.

- Product\* made/grown/created by me\*\*
- Product made by me from purchased and/or found materials
- Product made by others from materials supplied by me
- Franchise product updated by me
- Franchise product sold as is
- Product or items collected, gathered and/or fixed by me
- My stuff offered for sale second-hand (eg Garage Sale)
- Third party product sold as is
- Other

If you selected Other or would like to explain, please describe the provenance of your products so we can understand the value that you add to your product:

\* "Product" excludes packaging \*\* "Me" includes a company if you are associated with the company that generates the product

**Stall Infrastructure:**

**Do you have a marquee?**

- Yes
- No

Your site, display and set up is your responsibility. A marquee is not required for attendance, but will assist your operation in unhelpful weather. Marquees must be secured by weights or pegs.

**How many sites for your stall?**

- Single
- Double
- Larger

Stall fees are calculated from stall size. In the shed that is per standard table (1.8 x 0.76 m) and in the open it is per standard marquee (3 x 3 m). Fees are Single \$40, Double \$55 etc, with half sizes available.

**Do you require a vehicle or trailer at the stall?**

Yes  No

**Do you require power at the stall?**

Yes  No

Please describe anything not otherwise covered which might constrain where we locate you in the market (eg health or mobility issues, stock transport limitations, stock temperature limits etc\*):

\* Please note that established vendors have priority for allocation of stall sites.

**Weather Sensitivity (Optional): Are your products sensitive to:**

Rain?

Murrumbateman is an outdoor market (with very limited space in the shed) and so is subject to the weather, and we try to organise the market around vendors' weather sensitivities.

Wind?

High Temps?

Low Temps?

**Plan B:**

If weather conditions are poor (ie rain and wind), we hold a mostly-shed market with limited spaces ("Plan B"). Would you have a high interest in attending a Plan B market?

Yes  No

**Insurance:**

**Do you have both public and product liability insurance?**

Yes  No

**If you are re-selling product, does the original supplier have product liability insurance?**

Yes  No

If you do not have insurance you will need to purchase insurance from the market, for a cost of \$12.50 over and above stall fees, each market. If you do have insurance, please **attach a copy of your insurance with the application**. Note that the insurance fee will be payable for each market unless a copy of current sufficient insurance is provided.

**Fee Payment:**

Invoices for stall fees will be issued to all expected attendees at the start of the market week. Please pay stall fees in advance via EFT as per the details on the invoice, the layout diagram issued at start of market week and the Stallholder's page of the Market Website.

**Agreement:**

I understand that the market will attempt to provide me with all information necessary for attendance at the market via the website, emails and the Stallholder Facebook page.

Agree

I understand that market locations and conditions can vary and it is my responsibility to inform myself of changes before any market I attend.

Agree

I have read the Stallholder Information of the Murrumbateman Village Market, as published on the website [www.mvmarket.com](http://www.mvmarket.com), and agree to abide by its conditions.

Agree

**DATE:**

*The information captured on this form will be used by the Murrumbateman Village Market to assess your application and to communicate with you in relation to the operation of the markets. Your personal information will not be provided to anyone else unless one of the following applies: you have consented; you would reasonably expect that your information be passed on to the recipient as part of the provision of services for the market you have applied for (for example, coordinating the presence of overlapping products); or it is required or authorised by law.*