



Phone: 0459384103

Email: [info@palmerstonmarkets.org.au](mailto:info@palmerstonmarkets.org.au)

Website: [www.palmerstonmarkets.org.au](http://www.palmerstonmarkets.org.au)

PO Box 2013 PALMERSTON NT 0831

# PERMANENT COMMUNITY AND INFORMATION STALL APPLICATION FORM 2018

(Office Use Only) RECEIVED BY: \_\_\_\_\_

FIRST TRADING: \_\_\_\_\_

LAST TRADING: \_\_\_\_\_

Stall Size:

UNDER 3M

3M

4M

5M

6M

OTHER

Application:

NEW APPLICATION

RE-APPLICATION

Categories:

INFORMATION STALL

FUNDRAISING

EDUCATIONAL (NON-FOR-PROFIT)

OTHER

Will your stall have any products for sale? YES

NO

## APPLICATIONS FOR PERMANENT STALLS CLOSE May 31st 2018

NAME/s .....

BUSINESS NAME/ABN (if applicable) .....

POSTAL ADDRESS .....

HOME PHONE ..... MOBILE.....

EMAIL ADDRESS/s.....

By signing this application, the applicant agrees the information provided is correct and current. The applicant also agrees that they have read and understood the attached **RULES & REGULATIONS** page as well as the attached **FEES & PAYMENTS** page of this 2018 Palmerston and Rural Markets' Application Form.

DATE: ...../...../.....

NAME: ..... SIGNATURE: .....

# ELECTRICAL LISTING

Please list all electrical items used for the operation of your stall.

**Please note:** all electrical items require testing & tagging before you can trade.

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# DETAILED PRODUCT/SERVICE LISTING

List all products and or services you wish to sell/promote.

Please note: second hand electrical items or live animals cannot be sold.

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## RULES & REGULATIONS

### TRADING DATES & TIMES

First Market Date: **27<sup>th</sup> April 2018**

Last Market Date: **26th October 2018**

All stalls are to be operational from 5 pm till 9 pm.

**PLEASE NOTE: NO STALL IS TO COMMENCE TRADE BEFORE 2PM. NO EXCEPTIONS!**

### POWER & GAS & FIRE EXTINGUISHERS

Power boards are to be off the ground and overhead leads are to be at least 2.5 metres above the ground.

No double adaptors are permitted. **All electrical equipment must be tested and tagged by a licenced operator before trading.** Stallholders are liable for any damages caused by faulty electrical equipment.

### PHOTOGRAPHY

Photographs may be taken of you, your employees and/or stall by the Market Co-ordinator throughout the Market season to be used in media and advertising formats, to promote the Palmerston and Rural Markets.

### HEALTH: SMOKING & ANIMALS

It is the Stall Holders responsibility to comply with all Government regulations.

**The Market Precinct is a Smoke-Free and Dog-Free Zone** in accordance with the regulations of the Northern Territory Government and the City of Palmerston.

**Only PAWS, Seeing Eye dogs and Hearing Dogs are allowed on the Market site during trading hours.**

**VEHICLES AND TRAFFIC MANAGEMENT**

The Goyder Square site has several entry points (see map page 5). All vehicles entering the site must turn on their **HAZARD** lights while the vehicle is moving. **Vehicles must give way to pedestrians and follow traffic controllers' instructions.** Vehicles reversing or manoeuvring a trailer must have another person watching out for pedestrians and other vehicles. **On arrival you must first remove all stall items from your vehicle** – then remove your vehicle immediately from the Market area so other stallholders may enter too. All vehicles are to be removed from the Market area by 4:30pm. **No vehicles are to remain during trading hours unless authorised by the Co-ordinator.** *Stalls are to be packed up before* you bring your vehicle in for loading at the close of each trading night. **Vehicle re-Entry to the Market Precinct is STRICTLY from 9.15pm only. No exceptions.**

**TRAFFIC ENTRY AND MOVEMENT AROUND THE MARKET AREA:**

**There will be traffic management staff situated at the Market entry points (from 8-30am) and exit points (from 9.00pm). They will ensure that you enter and exit the Market safely and do not endanger the general public or damage the site with your vehicle.**

**Any damage caused to the site garden beds or grassed areas by your vehicles or stall activities will be reported to the Committee and Co-ordinator and you will be required to pay for any measures needed to fix the damage. Failure to do so may result in the loss of your Bond and/or the suspension of your permit to trade in the Market.**

**WASTE & CLEANLINESS**

*Small black garbage bins* and wheelie bins provided by the Market are for **Public use only.** Stallholders' general waste must be disposed of in the skip bin in the library parking area. Cardboard is to be flattened before disposal in the blue cardboard recycling bin. *Each site is to be left clean and tidy at the end of night.* **Stallholders will be liable for charges incurred due to negligence or non-compliance.**

**SITE ALLOCATIONS**

The Co-ordinator may direct you to alter or change your stall site without notice, if necessary, on Market night. All effort will be made to notify any necessary site changes in advance.

**APPLICATION VARIATIONS**

Variations to this application must be requested in writing and are subject to Committee approval. Variations may include changes to or additional products/services, or a change in stall ownership.

**COMPLIANCE & BEHAVIOUR**

By signing this application, you are agreeing to comply with all Palmerston and Rural Markets Association rules and regulations, including payment of fees.

Failure to comply with the rules and regulations will result in immediate action and may result in the cancellation of your permit to trade at the Palmerston and Rural Markets.

DATE: ...../...../2018

NAME: ..... SIGNATURE: .....

# FEES & PAYMENTS

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## FEE PAYING OPTIONS

**Either:** full season's fees by **27<sup>th</sup> April 2018**  or; **30% deposit by 27<sup>th</sup> April 2018** and the **balance paid by 30th June 2018**  or; **Fees paid nightly to the fee collector.**  (please tick your payment preference)

*Stalls which don't pay their fees on time may have their permission to trade suspended or revert to Casual Stall status.*

## ABSENCES & HOLIDAYS

Absences for Permanent Stallholders require full payment, even if notified in advance. Notice of absences is required before 5pm each Thursday prior to the absence.

*Permanent stallholders are allowed 4 nights* absence from the Market per season with reasonable/acceptable excuses given to the Co-ordinator. If acceptable reasons for absences are not provided to the Co-ordinator then the Committee may decide to re-classify the stall as a casual stall for the rest of the Market season.

## ASSOCIATION MEMBERSHIP

Permanent Stallholders are required to pay \$30 association membership each season. *ONE membership and one vote is allowed per permanent stall* at Association Meetings.

## PAYMENT OPTIONS

**Bank Deposit/** Westpac Bank, Palmerston

**Online Banking:** BSB: 035-318 Account Number: 74-0113

*(You MUST include a reference such your stall name, invoice number or your name )*

**Cheque:** Made payable to "Palmerston & Rural Markets Association Inc."  
PO Box 2013 Palmerston

**Cash payment:** Cash payments can be made with Market Management Staff.

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## STALL FEES

**Note:** Stall size is measured by the stall's frontage only (including tow bars) and will be measured & charged accordingly. Stalls may not have a side longer than their frontage.

CATEGORY	TRADING BASIS	3 metres	4 metres	5 metres	MEMBERSHIP FEES
Religious	PERMANENT	\$20/week	\$25/week	\$40/week	\$30 per year
Information Stall		\$20/week	\$25/week	\$40/week	
Fundraising		\$10/week	\$15/week	\$20/week	
Educational (non-profit)		\$10/week	\$20/week	\$25/week	

**Note:** **E**'s are the only permissible vehicle entry and exit points for vehicles.

