



## RIVERSIDE QUT InFusion MARKET

### GENERAL GUIDELINES

Dear Marketeer

Thank you for your interest in the Riverside QUT InFusion Markets, following is a list of guidelines set out to help you when you become involved in this market

#### Where and When

We are situated on the corner of **Alice Street and George Street on Main Drive of QUT Gardens Point Campus**. Our advertised times are from 8.00 am till 3.00pm every Sunday

**All marketeers are required to stay until 3.00pm**. Marketeers must **not** pack up early. The public expects the market to be open until 3.00pm.

#### Products & Set Up

The emphasis of this market is on handmade craft, imported or locally made, artist's creations and unique services. This does not mean we will not have any other products or services, in the market, but it will be at the discretion of the Manager. We also have a selection of World Street Food, Coffee, Juices etc.

**All Boxes and Rubbish** must be taken home. Keep your site clean. Clear up at end of trading. No Rubbish must be left on site.

Weights must be on you tent at all times and food stalls **MUST** have flooring to protect their paving.

**Food Stall holders must use biodegradable products to serve food.**

#### Permanent Marketeers

Must be fully set-up and operational by **7.45am** every Sunday. If you are having problems or running late you must call or you will lose your space. You must also advise if you will be absent due to illness, hardship or annual holidays. All permanents may be absent one month per year and retain their site; anything beyond this time must be negotiated with the Manager.

#### Casuals

Casuals are by **pre arrangement** with the office 3870 2807 or by contacting **Michaele on 0415 380 771**, or **Peter 0499 991 288**.

Bookings must be made by no later than Wednesday morning to ensure a spot.

#### Parking

You may drive in to your site then take everything you need out of your car and immediately park your car following the parking instructions provided on the Induction Letter. Please contact our office if you require further information about parking.

You must agree to abide by the instructions of the Manager and staff of Riverside Markets regarding parking/unloading of vehicles at the market.

#### Code of Conduct

**Never** attempt to resolve a market problem yourself. You must **NOT** get into any conflict with customers, or other Marketeers. We have a zero-tolerance policy towards aggressive behaviour from anyone. The Peter Hackworth Group reserves the right to accept or refuse any new stallholder application. We also reserve the right to discharge any permanent or casual stallholder should they display aggressive or violent behaviour towards anyone.

## **Insurance**

All Market Stall Holders must hold their own Public Liability. We are willing to cover you with our Public Liability if you are just starting out, unless you sell food or products that are applied to the skin or ingested, in which case you must have your own insurances.

If you need to organise insurance, an internet search will provide you with several companies that provide market insurance. Alternatively, seek advice from your own personal insurer.

## **Wet Weather Policy**

We trade every Sunday rain or not and we expect all the permanent marketeers to be in attendance every week, or please advise if you can't come. Unless it is torrential then we will converse with you about the cancelling of the market on the day.

## **Prices**

Our pricing policy is based on a number of things, including the frontage and depth of your stall, as there is limited space available.

**Please make sure you pay by Thursday morning at the latest**

The following is a guide only as other factors determine the final cost

**Non Food Stall - 3mx3m (plus GST) - \$50.00**

**Food Stall – 3mx3m (plus GST) \$80.00 + \$20.00 for each power outlet**

## **Payment**

Account Name - Riverside QUT Markets

BSB 034072

ACC 316755

**Please pay by Thursday**

**The \$20 fee for electric is for One 10 amp only per food stall**

Smaller and larger sites are on application, and by negotiation.

## **Smoking**

In accordance with the Queensland Tobacco laws and workplace Health & Safety no smoking is permitted.

## **Riverside QUT Management reserve the right to the following**

- The Manager can at any given time and without prior notice re-locate a stallholder to another position within the markets.
- Direct the stallholder to remove products from a stall.
- Direct the stallholder to undertake changes to a stall to reduce any perceived or real public risk.

## **Further the Manager reserves the right to remove or have removed a stallholder from QUT property should they**

- Fail to abide by the instruction of the manager or staff of Riverside QUT Markets.
- Display any foul language, act in an offensive way or display violent or aggressive behaviour toward management, staff, other stallholders, customers or the general public.
- Fail to abide by the parking regulations.
- Fail to abide by any other guidelines or regulations as set out in this document.
- Be found to occupy a stall under the influence of illegal drugs or alcohol.

## **Every Marketeer must sign the Registration Form & agree to abide by these Riverside Market Guidelines**

This market maintains and enforces a **No Counterfeit Products Policy**. At this market the proprietor and well know brand owners investigate any sale or purchase of Counterfeit Merchandise at this location. Offending vendors may be evicted. If you require clarification of any of these guidelines or further information please speak to the **Market Manager, Michaele 0415 380 771, Kai 0401 037 605 or Justin 0437 235 832**

**COVID practices will also be abided by.**

**Peter Hackworth Group**

**07 3870 2807**

**e: [mspeterhackworth@gmail.com](mailto:mspeterhackworth@gmail.com)**

**0415 380 771**