



Woy Woy Waterfront Markets

Terms and Conditions (pricing page 2):

Woy Woy Waterfront Markets is organized by Umbala Events PTY LTD and is held on the waterfront at Woy Woy on Brick Wharf Rd (down the road from Woy Woy Wharf & next to Woy Woy Memorial Park). The market runs from 9am-2pm.

This market is dedicated to small business. All products must have a creative influence from the stall holder; whether the product is handmade, created, designed, prepared or cooked by the stall holder.

Take Note:

- There are **NO Refunds**: more details on page 3.
- All products that are sold at the markets must be listed on the application form. Any new products that are added to the stall must be approved by the organizer. Any products that are not mentioned in the application will have to be removed from the stall. Refusal to remove these products will result in the stall holder not being allowed to trade in future.
- If you plan on sharing a stall with another business, that stall holder will need to fill out the application form and I will need to approve the shared stall.
- Being accepted into the event does not give your sole rights to sell a particular product. Competition at the market may occur.
- **WEIGHTS MUST BE USED.** Pegging is **NOT** permitted on grass areas due to underground water piping.
- Invoices are sent a month before the event. Bump-in & stall locations are sent the week leading up to the event. Bump-in will only be sent once payment is received.
- All stall holders must have Insurance.
- We do not accept consultant types of businesses, franchise businesses or corporate entities.
- No Heckling. No Spruiking.
- Rude, defensive and bad attitude is not tolerated. Correspondence will cease immediately. We will not engage in debate and arguments. This goes for email etiquette too.
- All food made by the stall must be registered under NSW Food Authority and Central Coast Council . More detail below.



Pricing:

Invoices are sent using Xero; Payment options include banks transfer & Credit Card. Cash payments are accepted one month prior to the event, this is only available to regular stall holders. Stall holders must bring their own equipment- we do not hire out gazebos, tables, umbrellas, etc.

General Stall 3/3m: \$60.50 (Gst included)

- Must bring your own Gazebo, tables & weights.

Small Stall: \$44.00 – Limited Space Available. (Gst included)

- 1 single table (stall must bring their own)
- Umbrellas must have a 25kg stand. (umbrellas are optional)

Food Stalls 3/3: \$77.00 (Gst included)

- Must bring your own Gazebo and tables.

Charity/Not-for profit: \$44 (Gst included)

- Must bring your own Gazebo and tables.
- Please specify if using a 3/3m gazebo or smaller?

NO Power or water access available.

Dates and Events: Market Timing- 9:00am-2:00pm

2022:

Jan 9th	Apr 10th	Jul 10th	Oct 9th
Feb 13th	May 8th	Aug 14th	Nov 13th
Mar 13th	Jun 12th	Sep 11th	Dec 11th



Payment:

- Invoices are sent a month before each event and invoices must be paid within 7 calendar days. Failure to pay within this time frame will result in the removal of your booking and may jeopardise your attendance for future events.
- Invoices are sent out using Xero. Payment can be made via bank transfer or credit card.
- A reminder email will be sent on the 7th day after the initial invoice has been sent. Failure to communicate with the organiser will result in the automatic cancellation of your booking and all future bookings.
- Cash payments are welcome. Cash payments must be done the month prior during the market day. In the event the market cancels due to weather, please see details below at Weather and Market Cancellations.
- Payment of stalls must be received in full prior to the event and bookings will only be confirmed once full payment has been completed.
- Bookings are only confirmed once payment has been made. Stall allocation is given the week leading up to the event. Social media promotions will only be made for those stall holders that have made payment.
- Stall holders that are having any issues with payment or require more time for payment; please email the organizer and we will do our best to assist.
- Refunds will not be issued- Transfer of dates will be permitted if the event organizer has been notified 10 days prior to the event date. **Refunds will NOT** be issued in the event of bad weather, late arrival, last minute cancellations or change of mind.
- In the event of cancellation due to inclement weather or any other unforeseen circumstances, a discounted fee will be issued to a future date. The discount will be calculated at the time of the cancellation.

General:

- Our terms and conditions are subject to change.
- All stall holders are required to have current 10 million dollar public liability insurance. You will not be allowed to trade without a current policy.
- Store Holders are responsible for bringing their own Gazebos, Umbrellas or suitable covering. Tables and all display units to be organised by the Stall holder. We do not provide any of these items.
- Gazebos and Umbrellas must be weighed down with suitable weights; such as sand bags, bricks or specially designed weights. **Pegging is NOT permitted** due to



underground services. If pegging is required you must contact the event organizer to consult with the council.

- Stall holders may not sell inappropriate products; counterfeit, weapons, dangerous or illegal items are not allowed at the Markets.
- Umbala Events is NOT responsible for any loss, stolen or damage of goods. It is the responsibility of the stall holder to protect their own products and property.
- Smoking is prohibited at any Council open space area.
- Music cannot be played at our events. Only buskers and performers are allowed.
- Central Coast Council will ask the market organizer on a regular basis for an updated list of interested stall holders. All stall holders agreeing to book for this event or to be placed on our contact list have agreed for information such as email, business name, contact name and phone number to be given to the Central Coast Council.
- No Heckling. No Spruiking. Do not disturb people as they are walking by. Please allow for a natural flow of conversation.

Set-up and pack-up Procedures:

- The market start time is at 9am, all stalls should be fully set up by this time.
- Bump-in starts at 7am.
- Bump-in and stall allocation will be sent the week leading up to the event.
- By 9am all stalls have their visual merchandise organised in a clean, tidy and professional manner.
- Umbala Events have the authority to forfeit a stall if they arrive after 8:30am. All late arrivals, please contact the event organizer ASAP.
- We ask all stalls to have items unloaded in 15 minutes to avoid congestion.
- The market closes at 2pm, However if the grounds are fairly busy, stall holders may trade until 3pm. All trading must finish at 3pm.
- All stalls to be vacated from the area by 4:00pm.

Weather & Market Cancellation:

- Woy Woy Waterfront Markets will trade under most weather conditions; cold, hot, overcast, sunny, drizzling, showers...
- The market will be cancelled with any severe weather warnings; including storms, high winds, torrential rain, hail and any weather that may be a danger to stall holders and customers.



- **Refunds & booking transfers will not** be given in instances where these weather conditions occur.
- In the event of bad weather, we would like to give at least 24 hours' notice of the cancellation. Ideally notification of the cancellation will be given by 8am on the Saturday before the market. This will prevent/reduce food & perishable items to be wasted on the day. 24 hours will also provide our visitors more notice of the cancellation. However, in the event of sudden weather changes, stall holders will be notified no later than 6am on the day of the event.
- While refunds are not given; a discount for a future event will be given. This discount amount will be announced within a week after the market cancellation. As the event organizer, the non-refundable expenses need to be calculated. Stall holders that pay with cash will be sent a discounted invoice in the event on a cancellation.
- Stall holders are responsible for the protection of their own products in all weather conditions. The event organizer is not responsible for any damages, loss or injury caused by weather conditions.

Food Stalls:

- All stalls selling food must all be registered under the Central Coast Council. If you require the application form for Council, please ask the event organizer.
- All food stalls must hold current products and public liability insurance to a minimum of 10 million dollars.
- Stalls that are selling food products and consumable goods must be registered with the NSW Food Authority.
- Water access is not available at this event.
- Please ensure that there are drop sheets/cardboard placed under the BBQ to catch any grease and prevent waste on the reserve area.
- All mobile food owners and/or operators are required to seek Council approval to ensure compliance with the Local Government Act 1993, the Food Act 2003 and Food Standards Code by contacting Council's Compliance section
- Glass is not permitted at any Council open space area.
- All food stalls are required to carry a fire extinguisher and must have a recent tag of compliance.



Stall Type:

- Invoices are sent out using Xero; Payment options include banks transfer & Credit Card.
- General Stall 3/3m: \$60.50 (Gst included)
- Small Stall – Umbrella setting only 1 table (Must bring your own) \$44 (Gst included)
- Food Stalls 3/3: \$77.00 (No power available onsite) (Gst included)
- Charity or Not for profit: \$44 (Gst included)

Declaration:

By completing the online application form you have agreed to our terms and conditions. Making payment for the events confirms your acknowledgment of our terms and conditions.

Thank you for supporting Woy Woy Waterfront Markets & Umbala Events.

Kind Regards,
Ricky Simoes,
Umbala Events,
Market Organizer,