



## **Handmade on the Coast**

### **Terms and Conditions (pricing page 2):**

Handmade on the coast is organized by Umbala Events and is held at the park in front of Woy Woy Wharf on the 2<sup>nd</sup> Sunday of each month from 9am-2pm. From May 2020 this event will be moving to the Woy Woy waterfront next to the memorial park. This move will be temporary while the wharf is being upgraded.

This market is dedicated to small business on the Central Coast and surrounding areas. All products are either made, designed, cooked, prepared or created by the stall holder. Our goal is to inspire creativity through art, food, craft, fashion, etc.

#### **Take Note:**

- There are **NO Refunds**- see below for more details.
- **WEIGHTS MUST BE USED.** Pegging is **NOT** permitted on grass areas due to underground water piping.
- Official bookings with the invoice will be sent about a month before the event. Bump-in details with stall location are sent out 1 week prior to the event and only once payment has been made.
- All stall holders to have Insurance.
- We do not accept consultant type 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.
- Only stalls that pay in the required timeframe will be mentioned on social media.
- All food must be registered under the Central Coast Council. More detail below.

#### **How to apply:**

- Send through a link to your website or social media pages. If not available, please send through decent photos of your products.
- State whether your product is handmade or designed by yourself.
- Send through any relevant documents insurance, food certificates, etc.



### **Pricing:**

- **GST not included on prices below.** GST added to the total amount. Invoices sent out using Xero; Payment options include banks transfer & Credit Card.
- Stall holders must bring their own equipment- we do not hire out gazebos, tables, umbrellas, etc.

#### **General Stall 3/3m: \$65.00** (GST not included)

- Must bring your own Gazebo and tables.

#### **Small Stall: \$40.00** – Limited Space Available. (GST not included)

- Only for Umbrella stalls & 1 table. (stall must bring their own)
- Umbrellas must have a 25kg stand. (no pegging allowed)

#### **Food Stalls 3/3: \$75.00** (GST not included)

- Must bring your own Gazebo and tables.

#### **Charity/Not-for-profit: \$40** (GST not included)

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

### **NO Power or water access available.**

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

#### **2019:**

November 10th  
December 8th

From May onwards this event will move to the Woy Woy Foreshore due to the Wharf upgrade

#### **2020:**

January 12th	July 12th
February 9th	August 9th
March 8th	September 13th
(No April Event)	August 11th
May 10th	November 8th
June 14th	December 13th



### **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 7<sup>th</sup> day after the initial invoice has been sent. Failure to communicate with the organiser will result in the automatic cancellation of your booking.
- Cash payments are welcome for my regular events (Handmade on the Coast & Umina Beach Markets). Cash payments must be made a month before each event collected at the market beforehand. In the event the market cancels due to weather, the usual policy of issuing a discount for a future market will apply. (Handmade on the coast & Umina Beach Markets only). The discounted price will then be sent out via the normal method using Xero and payment can be made electronically.
- 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 out 1 week prior to the event to those that have made payment. 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, transfer of dates and charges will not turn over to a future market event.

### **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 Marques/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.
- Marques/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 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 Markets starts promptly at 9am, all stalls should be fully set up by this time. Stalls to arrive no earlier than 6am and no later than 8am.
- Ensure you read the bump-in thoroughly. This will be sent out a week prior to the event.
- 1 week prior to the event an email will be sent out with your stall numbers.
- By 9am all stalls to 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 4:30pm.



### **Stall guidelines:**

- Stall holders will be allocated a space at least a week prior to the event and will be notified by email with their allocated spots. Stall allocations cannot be changed once allocated.
- Stall holders must not exceed their allocated space. The event organizer has the right to refuse the use of space that has not been allocated to the stall holder. Please discuss with event organizer if extra space is required.

### **Weather & Market Cancellation:**

- Handmade on the Coast 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 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.

### **Environmental Impact:**

- All stallholders to consider the environment during this event. Please be mindful of the natural environment and be environmentally friendly wherever possible.
- Please take care of natural Flora in the area; do not use trees or branches in any way with your stall.



- Stall Holders are NOT to use council bins- Council bins are reserved for public use only.
- Handmade on the Coast will be supplying additional bins on the day. These bins may be used by the public. We ask that stall holders take their own garbage if possible.
- Stall holders to keep a clean and tidy environment; please clear any litter/rubbish in your area.
- We encourage stallholders in using biodegradable bags and utensils wherever possible. We aim to have an environmentally friendly event.
- Stall holders must dispose of all their own liquid waste; such as water, oils, grease, etc.
- Balloons are not permitted at our events for environmental reasons.

### **Powered sites & generators:**

- All stall holders using power at the event must have all their power cords tagged and labeled with a compliancy of less than 6 months. Feel free to contact the event organizer with an affordable contact for tagging.
- Generators must all be compliant with Australian standards. AS2790 safety standard must be on the generator. All stall holders are to send their compliance to the event organizer prior to booking into the event.

### **Food Stalls:**

- All stall selling food must all be registered under the Central Coast Council. If you require the application from for Council, please ask the event organizer.
- All food stalls must hold a 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.
- Food trucks are the only vehicles permitted in driving on location.
- Limited electricity is available and stall holders will be charged an additional amount prior to the event.
- Please ensure that there is drop sheets/cardboard placed under the BBQ to catch any grease and prevent waste on 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:**

- **GST not included on prices below.** GST added to the total amount. Invoices sent out using Xero; Payment options include banks transfer & Credit Card.
- General Stall 3/3m: \$65.00 (GST not included)
- Small Stall – Umbrella setting only 1 table (Must bring your own) \$40 (GST not included)
- Food Stalls 3/3: \$75.00 (No power available onsite) (GST not included)
- Charity or Not for profit: \$40 (GST not included)

### **Declaration:**

Please email the market organizer stating that you have read and understood the terms & conditions for Handmade on the Coast. By making payment you agree to these conditions.

Thank you for supporting Handmade on the Coast & Umbala Events.

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