

All prospective members wishing to trade under the umbrella of the Kununurra Markets Inc. are required to complete an application form and submit to the committee each year for a stall allocation.

***The conditions of membership are to be adhered to by all stallholders.***

Any failure to comply with the conditions of membership will result in a written warning from the committee. Failure to further comply may result in the revoking of membership without refund.

**ANNUAL CHARGES**

The Kununurra Markets run from April to September, with start and finish dates being determined by the committee each year.

Kununurra Markets usually trade for up to 20 weeks per year and fees are based on that period of time.

Charges listed are based on a single 3x3 metre site

Weekly Stall Fees - Member  
 Non Powered (3m x 3m)           \$15  
 Powered                               extra \$5

Stall Fees – Casual  
 Non Powered (3m x 3m)           \$35  
 Powered                               extra \$5

Each stall will be charged once for power, irrespective on the number of sites used.

A single stall site is based on 3m x 3m, which is the size of a standard collapsible gazebo.

The total area required for your site will determine your fees as per the following:

3x3mt site	\$15
3x6mt (equal to 2 sites)	\$30
Equal to 3 sites	\$45
Equal to 4 sites	\$60



A payment of \$50 for financial membership must be paid when submitting your application. This can be attached to your application.

Financial membership is per stall per year, and entitles ONE person from the stall voting rights. If more than one person from the stall wishes to vote, they will also need to pay a financial membership fee of \$50.00.

If your membership is revoked during the season for not abiding to the conditions as described herein, your \$50.00 will be forfeited.

When your application has been approved, stall fees will be due on your first market week attended.

## APPLICATION

The Kununurra Markets Inc. will advertise for interested stallholders in the Kimberley Echo, at the beginning of February each year. The Committee request that applications be submitted by the 1st of April in that same year. Applications should be mailed to

The Treasurer  
Kununurra Markets Inc.  
PO Box 1006  
KUNUNURRA WA 6743

Prospective members to have paid their membership fee, attached to their form.

Each stallholder will provide a completed application form, stating their stall-trading name, contact details, completed questionnaire and an itemised list of products for sale.

## DOCUMENTATION REQUIRED

It is the responsibility of the stallholder to ensure they conform to any safety and compliance standards pertaining to their product.

It is the responsibility of the stallholder to ensure all insurance and licensing documentation is provided with their application to trade.

## SITE ALLOCATION

On the Wednesday prior to the first market, a member of the executive committee and the coordinator will meet to allocate stall sites for all new members.

Further allocation of stall sites will be carried out by and through the coordinator.

The coordinator will take into consideration power and shade requirements as determined by the products sold at each stall, before allocating sites.

Any member wishing to change to a vacant site, must apply in writing to the committee and a response will be given within 2 weeks.

## ORDER FOR TRADING PREFERENCE AND DUPLICATION OF PRODUCTS

Order for trading preference at the markets will be as follows:

1. A previous member of the Knx Markets reapplying for the current year will have preference over a new membership application.
2. A member of the Knx Market Inc. will have preference over a non-member
3. A local resident with a postal address in SWEK, and holding a current membership will have preference over a non-resident applying for a yearly membership
4. Casual Traders (less than entire season) - Local Resident
5. Casual Traders (less than entire season) - Non Resident
6. Fundraisers – Application to be made to the co-ordinator who will take to the committee for a decision whether payment is required or not.

Our aim is to have a diverse range of stalls with a wide variety of products. We also need to protect the interests of our local members.

To enable this we may need to restrict some items sold on some stalls if duplicity is an issue.

Preference order for goods sold at the

markets when duplicity is an issue:

Local Resident  
Locally Made vs. Commercially Made  
Non Resident

### BIKES AND SCOOTERS

During the market hours of 6.30am to 12 noon it is the responsibility of ALL members to explain to children that it is very dangerous to be on their bike or scooter around the market vicinity.

If you see a person acting recklessly and possibly causing a potential danger to patrons, please address that person and advise that we would appreciate them not coming into the market area on their scooter, or bike and redirect that person back to their carers (in event of children) or the skate park.

This is a very difficult area to control due to the location of the Skate Park and market being on the same premises.

### DOG POLICY

The Kununurra Markets has adopted a no dog policy at the markets during the time of 6.30am to 12 noon.

This has been validated for a number of reasons some being safety of patrons/small children and food stalls/hygiene.

Signs are erected at all the entrances to advise patrons that dogs are not allowed.

Any stallholder seeing someone entering the market area with a dog needs to advise that patron that we apologise for the inconvenience, but no dogs are permitted at the market.

The SWEK have advised that the Ranger will attend the markets at random

intervals to impose fines on owners who bring their dogs into the Market area.

### POWERED FOOD STALLS

Due to power constraints the Kununurra Market Inc will have limited sites available each week. Powered stalls will be allocated next to or as close to a power pole as possible.

Diversity is a key factor in allowing new food stalls.

All food stalls and products must comply with relevant sections of the Health Act and SWEK food license requirements before membership will be approved.

A copy of your food license will need to be attached to your application before approval is given. We urge you to apply for your license as soon as possible, to avoid delays in processing at Shire.

A copy of your Temporary Food license must be attached to your stall every week to enable you to trade.

All food stallholders must provide bins at their stalls and take the rubbish home with them. They are not to put into the Shire Bins. There will be signs on the tables advising patrons to please remove their rubbish and put into the bins.

All stallholders/patrons are requested not to smoke in the vicinity of any food stall for the courtesy of others but also due to health and safety reasons.

### HINDERING OF OTHER STALL HOLDERS

This will incur immediate remedial action from the coordinator and/or the committee.

Hindering actions include: smoke from cooking, loud music, obstructing another stall, intrusion of another stall space, plagiarism, vocal or physical abuse, defamatory remarks regarding another stall holders product etc.

If you feel the above is happening to yourself and causing problems, you are required to put your grievance in writing and pass to the President as soon as possible for an outcome to be sanctioned.

### NIGHT MARKETS

At least one trading market each year will be a night market. Date to be determined and advised by committee.

### POWERED SITES

All sites with power poles directly adjacent to them or by 3 Phase areas are designated for stalls requiring power.

Powered stalls (regardless of number of sites used) are charged an extra \$5.00 per market to cover SWEK charge costs each week.

All powered sites must ensure that every electrical item in their stall, which is being used, has current tagging and the expiry date is not before the end of the markets in September that year. Failure to comply will result in not being able to trade until the matter is resolved. The Coordinator will check all tagging during your first market. Any further equipment obtained during the season is also required to be advised of, and tagged.

### QUERIES

On market days all queries regarding stalls or stall location are to be directed to the Coordinator only.

Any other enquiries are to be put in writing to the Committee.

### RESPONSIBILITY OF ALL STALLS

It is the responsibility of the stallholder to ensure they conform to any safety and compliance standards pertaining to their product.

It is the responsibility of the stallholder to ensure all insurance and licensing documentation is provided with their application to trade.

All stallholders are to ensure that no rubbish is left on your site after packing up.

All stallholders must ensure that their marquees are securely pegged into the ground each week. If guy ropes are being used, please ensure that they are clearly marked and do not cause a safety risk to patrons or adjacent stallholders.

If you add a new product not previously listed on your initial application throughout the year, you must advise the coordinator to ensure you are not duplicating on another stalls items.

The items will then be added to your application.

### FORFEITURE OF ALLOCATED STALL SITES

A stall site may be forfeited if:

- A stallholder fails to advise the Coordinator they will be absent from any Market trading day. This may result in your stall possibly being allocated to another stallholder for the duration of the market season. If this happens you will be allocated another location on your return for the duration of the market

season. It is regarded as common courtesy to advise the coordinator at all times of your stall trading arrangements so 'gap fillers' can be arranged if required.

If you do not inform the coordinator of your absence, then you will still be **required to pay** your weekly stall site fee. This will be collected as well as your current payment when you return to the market to trade.

A stallholder's membership may be revoked if:

- The committee decides a stallholder is acting against the interests or aims of the Kununurra Market Inc. or the Constitution
- If false or misleading statements and/or information are submitted on any application forms

### SMOKING

The Kununurra Market Inc. does not ban smoking by stallholders within the trading times of the markets.

In Western Australian smoking bans apply in outdoor eating areas, where people eat and/or drink sitting at tables.

We request that stall holders who wish to smoke, do so, in a courteous manner and move away from their stall and adjacent stalls to ensure passive smoke does not blow back towards markets.

Please ensure that you dispose of your cigarette butts in a safe manner. Do not throw butts onto the ground and leave behind.

### TRADING HOURS & SET UP TIMES

Trading is from 8AM to 12 NOON.

SET UP TIME FOR STALLS is no earlier than 6.30am.

It is requested that stalls do not pack up before 11.45 as we are advertised as trading for the above hours.

### VEHICLES

All vehicles and trailers must be removed from market area by 7.45am other than those within the designated parking areas.

Vehicles that are assigned designated parking areas are required to ensure their "Stallholder Vehicle Permit" is displayed on their dash board.

The SWEK will police and impose penalties on vehicles for illegal parking during market trading hours.

No vehicles are permitted back into market area before 12 noon.

Vehicles belonging to stallholders may not be parked in the car park spaces surrounding the park. Please ensure your vehicle is parked on the other side of the road using the Anglican Church, Fire Station, Visitor Centre & near Lovell Gallery areas.

### CHRISTMAS MARKETS

Each year the Kununurra Market Inc runs Christmas Markets at the Leisure Centre

Dates are usually determined each year by the committee.

Christmas Stalls are free to current members.

Preference of Trading

- 1<sup>st</sup> : Members are allocated a space which is 3m in length
- 2<sup>nd</sup>: If spaces are available then an advert will be placed in the public notices of the local paper offering EOI to trade at the Xmas markets. Duplicate items cannot be traded if a member already has those items on offer  
Stall site charge will be the current casual rate
- 3<sup>rd</sup>: If spaces are still available those members wishing to take up 2 stall sites will be offered the vacant sites
- 4<sup>th</sup>: Casuals will be offered sites if available and charged at the current casual rate. Again, they are not able to duplicate what is already being offered by members

Also note that stalls will not exceed a 3m frontage, so that we are able to fit as many stalls in as possible.

Possible allocation of sites will be determined by committee members prior to trading. This will alleviate the problem of where to set up.

All outside stalls on the edge of the court area will set up their tables in a U shaped formation, in which patrons step into their space.

All smaller stalls will be set up in the centre of the court area.

If there are spaces still available then options to extend your space can be offered.

All not for profit organisations will be charged the current casual rate in order to set up a stall. There will be no free stalls available to charitable or local organisations however you are encourage

to request a recoup of the stall fee via the relevant form from the Coordinator.

### EMERGENCIES

In the event of an emergency such as fire, all stallholders are asked to notify the Coordinator, Committee and/or FESA dependent on degree of fire.

Every effort of fire control is appreciated but risk of injury and death are not recommended by the Committee.

### AGGRESSIVE BEHAVIOUR

In the event that patrons are verbally or physically aggressive towards stallholders and staff, it is recommended that the Police be informed via 000.

Where aggressive behavior is towards other patrons, it is recommended that the Police be informed via 000.