



P (07) 5442 7106 F (07) 5442 7190 E [admin@eumundimarkets.com.au](mailto:admin@eumundimarkets.com.au) A 80 Memorial Dr, Eumundi, QLD 4562  
W [www.eumundimarkets.com.au](http://www.eumundimarkets.com.au) f [facebook.com/originaleumundimarkets](https://facebook.com/originaleumundimarkets) ABN 81 147 086 488

## STALLHOLDER GUIDELINES

### CONTACT DETAILS

The Original Eumundi Markets

ACN: 147 086 468  
ADDRESS: 80 Memorial Drive, Eumundi QLD 4562  
EMAIL: [admin@eumundimarkets.com.au](mailto:admin@eumundimarkets.com.au)  
WEBSITE: [www.eumundimarkets.com.au](http://www.eumundimarkets.com.au)  
MOBILE: 0427 993 703  
OFFICE HOURS: Tuesday - Friday 8am - 3pm  
Saturday 6am - 2pm

### SOCIAL MEDIA

FACEBOOK: <https://www.facebook.com/eumundimarkets>  
INSTAGRAM: <https://instagram.com/eumundimarkets>  
HASHTAGS: #eumundimarkets  
#theoriginaleumundimarkets  
#makeitbakeitsewitgrowit

### THE ORIGINAL EUMUNDI MARKETS

is a not for profit company

### TRADING HOURS

Wednesday 8am - 2pm  
Saturday 7am - 2pm  
rain, hail, or shine

### OEM ETHOS

Make it. Bake it. Sew it. Grow it.

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## STALLHOLDER PROFILE

Once an approved stallholder you will receive a login to the stallholder information area of our website. Please familiarise yourselves with this area and ensure your profile details are kept updated.

## INSURANCE

To trade at The Original Eumundi Markets, it is compulsory to provide a current public liability certificate to the value of \$10M public liability & \$10M product indemnity. Certificates and expiry dates can be uploaded via your stallholder profile.

## POWER CORDS & ELECTRICAL ITEMS

All power cords and electrical equipment must be tagged and tested. If your items do not have a current tag you will be unable to use them. All power boards must have a safety switch. Heaters, double adaptors and piggyback leads are not approved for use at OEM.

## WASTE MANAGEMENT

All rubbish bins located in the market grounds area are for the use of the general public only. Stallholder waste is to be placed in the bins provided with-in the OEM waste collection area located behind the CWA Hall.

Please ensure you sort your waste properly i.e: general waste, recycling, cardboard etc. Used cooking oil is to be taken offsite and disposed of by stallholders.

## STALL SITE

Stallholders must keep stalls looking clean and presentable at all times. Please ensure your marquee is clean and in good condition.

All stallholder belongings, including signage are to be kept with-in your allocated stall and no items are to be placed on garden beds.

Electrical leads are to be kept tidy and must not be a trip hazard.

Stalls must be manned at all times during trading hours.

Stallholders are not permitted to bring pets to the market.

Marketing is not permitted outside your allocated stall site. ie: brochure distribution

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## SITE RENTAL PAYMENTS

Stall rental payments must be made online upon receiving your invoice, prior to market day. Unpaid invoices will attract a late payment fee and may result in the loss of stall site allocation. By electing to pay your rental fees monthly online you will receive a discount.

To organise monthly payments please contact our Accounts Department:

[accounts@eumundimarkets.com.au](mailto:accounts@eumundimarkets.com.au)

Permanent stallholders are entitled to market leave of 6 Wednesday markets and 6 Saturday markets. Unapproved leave for longer periods may result in loss of stall site location or termination of OEM Stallholder Agreement.

## BOOKINGS

All stall bookings are taken via TEXT only to Stallholder Coordinator, Madison, on 0427 993 703.

Your text must include the following:

- Date of attendance
- Site size: eg: 2.4x2.4, 2.4x4.8, 3x3, 4.5x3, 6x3
- If you wish to hire a marquee or provide your own (marquee hire is dependent on availability)

Bookings must be received by 9am the day prior to market.

You will receive a text message confirming your booking has been received. An invoice and site map for stall placement will be sent via email.

\*Invoices must be paid prior to market.

\*Site placement is dependent on availability.

## CANCELLATIONS

If you are unable to attend the market cancellation must be made only via text message only to PH: 0427 993 703 . Cancellations must be received by OEM prior to the following deadlines to prevent rental charges applying.

Cancellation deadlines are as follows:

Before 9am Friday for Saturday market.

Before 9am Tuesday for Wednesday market.

Cancellations due to bad weather are non-refundable.

Payment may be waived for late cancellation due to illness or emergency at the discretion of management.

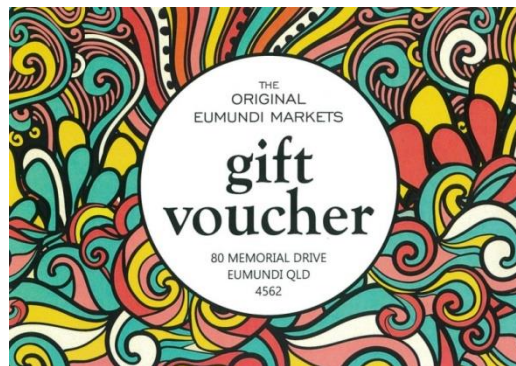
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## GIFT VOUCHER

All stallholders must accept OEM gift or promotional vouchers as payment for goods and services. Payment can be redeemed from the OEM office. Valid vouchers must be dated and signed by OEM management. Below is a sample of the OEM gift voucher.



## BUMP IN/BUMP OUT

If you are unsure of the exact location on market day, please PH: 0427 993 703 on arrival for assistance. On arrival at your site please unload your vehicle promptly and remove your car from market grounds. Your stall must be fully set-up and vehicles removed from market grounds 30 minutes prior to trade.

Stall pack-up is not permitted prior to the end of trade. At the end of trade please fully pack your stall before bringing your vehicle onto market grounds and liaise with fellow stallholders to organise "cars in" order. No vehicles are to enter market grounds until 2pm on Wednesday & 2.15pm on Saturday or as directed by OEM grounds staff.

Prior to departing please ensure your site is left clean, all rubbish has been properly disposed of and no belongings are left behind.

Please be courteous to your fellow stallholders and OEM staff during bump in / bump out.

## FOOD VENDORS

All food stalls must have Queensland State approval, display a current certificate of Licence and Registration, have completed a food safety supervisor's course and any Government required Covid-19 checklists and certificates. All gas bottles must have an accompanying certificate. Stalls using any type of cooling facility must have a working thermometer. Stalls using any type of heating facility must have an appropriate safety barrier. Drop sheets must be used for stalls cooking or heating food on site.

OEM branded water is the only water approved for sale and can be purchased from the market office.

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## FIRST AID

Basic first aid is available at the market office, this includes staff trained in the use of a defibrillator, however in the case of an emergency please call 000.

## EVACUATION PLAN

Please familiarise yourself with the OEM evacuation plan below.



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