



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

STALLHOLDER GUIDELINES 2022

CONTACT DETAILS

The Original Eumundi Markets Ltd

ACN: 147 086 468
ADDRESS: 80 Memorial Drive, Eumundi QLD 4562
EMAIL: admin@eumundimarkets.com.au
WEBSITE: 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 LTD 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.

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.

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INSURANCE

To trade at The Original Eumundi Markets Ltd (OEM), 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. Bi annual test and tag audits are undertaken by 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

Radios are not permitted during market hours

Stallholders to bring own chairs, tables and sandbags

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.

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.

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BOOKINGS

All stall bookings are taken via TEXT only to Stallholder Coordinator, 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.

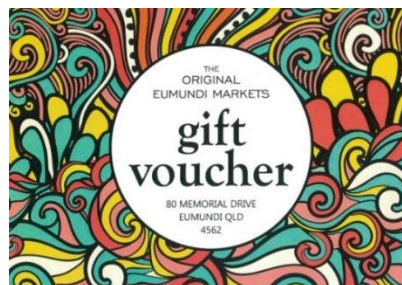
Before 9am Tuesday for Wednesday market.

Cancellations due to bad weather are non-refundable.

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.



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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: 7:30am on Wednesday and 6:30am on Saturday

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 2:15 pm 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.

PARKING FOR STALLHOLDERS

The market carpark is operated by ECCO Limited (Eumundi Combined Community Organisation) and is manned largely by volunteers. Parking is available for stallholders as follows:

- Car Park opens at 5.30am
- All payments are to be by debit or credit card only (no cash)
- Stallholders can pay \$5 discounted rate but need to park in the nominated stallholder area (in the centre of the carpark)
- The \$5 discount does not apply after 9.30am – general parking then applies i.e. \$7
- Stallholders need to come through the Albert Street gate only
- Everyone needs to park as directed
- Stallholders residing in 4562 who have purchased a locals' pass must affix it to their vehicle on the right side and also stop at the cashier desk and acknowledge the cashier before entering
- Local stickers not affixed to the vehicle will be requested to pay the normal fee
- The speed limit in the carpark is 5k

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. Proof of commercial kitchen preparation for any offsite catering or food preparation must be provided. OEM branded water is the only water approved for sale and can be purchased from the market office. No soft drink sales or other beverage sales are permitted unless approved.

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STORAGE OF EQUIPMENT

Storage of stallholder owned equipment is at owner's risk. OEM take no responsibility for any damage, loss or theft.

DAMAGE TO GOODS

OEM take no responsibility for damage to stock or product as a result of any incident outside of our control.

IMAGERY and MEDIA

OEM regularly reproduces, publishes and distributes photographs, recordings and images in a range of media including on social media sites, websites (including but not limited to <http://eumundimarkets.com.au>), within publications, promotional and marketing material in order to promote OEM and the Sunshine Coast region. As a stallholder, you consent to OEM, and persons/entities authorised by OEM, to use your name, likeness, digital images, films, video images, photographs, graphical representation, voice and sound recordings ('material') in any media, for an unlimited period without remuneration and agree to hold OEM, and those persons/entities nominated by OEM, harmless against any claims arising from the Agreed Use of the Material. If there is any reason that you have an exception to this, this must be notified in writing and understood that it is out of the control of OEM where public or media may capture footage of yourself, your staff or your stall.

The OEM Manager is the only authorised person to speak to media in relation to any market related issues. If media are on site, the office should be notified to assist as required.

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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. In the event of an emergency, the alarm will be raised from the pink building.



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