

## Market Day Terms and Conditions

The following general conditions apply to all stall applications:

### Approvals

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- There will be a 14 day approval process for all market stall applications once the market stall application form and the copy of your public liability insurance is received
- The Event Coordinator reserves the right to grant or refuse an application for a stall permit.
- The Event Coordinator reserves the right to cancel a stall at any time if the stallholder is displaying products that are different to those that have been approved.
- Stallholders need to ensure that all new products are approved by the Event Coordinator by submitting a new stall permit application form. You will then be notified of the outcome of this request via email within 14days. You are not permitted to sell the product in question until approval has been given.

### Public Liability Insurance

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- **All stallholders must be covered by Public Liability Insurance for a minimum of \$10,000,000.**
- All stallholders are required to submit a copy of their Public Liability policy with the application form. No stallholder will be able to set up a stall without providing this proof of certification.
- It is the responsibility of the stallholder to ensure that Public Liability Insurance is current and up to date, and to submit a copy of the new Public Liability Certificate when renewed at least 48hours before the next market day they wish to attend. It is unacceptable to provide the certificate on the day. Please email or fax it to the Event Coordinator prior to attendance.
- Public Liability Insurance should be obtained from an insurance company through arrangement by the Stallholder themselves.  
*No competition with commercial tenants or existing stall holders*
- Market stallholders are not permitted to offer items available from existing commercial tenants, without prior approval. Any trader found to be competing with existing tenants will be requested to remove the product line, or risk withdrawal of future permits. Similarly, casual traders will not be permitted to compete with existing business arrangements between the University and outside bodies. This includes and is not limited to hairdressers, hair dressing products, stationary, books etc.
- It is Campus Life's policy that stallholders should not be in direct competition with each other. e.g. we will not allow two jewellery stalls selling the same type of jewellery on campus. Different styles of the same product might be allowed, however samples or further details may be required before permission to attend is granted.
- No external operators will be permitted to operate food stalls, without prior discussion and approval from Campus Life.
- Operators are required to comply with any state or local government regulations or requirements, which cover the service or products offered.
- Stalls are not permitted in areas other than those designated. Within the designated area, a stall shall not exceed 3m x 3m, unless otherwise approved by Campus Life.

### Griffith University Site Statute

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Activities on the University Campus are governed by a Site Statute and the sale of goods is an activity covered within the statute.

Stalls are to comply with the requirements of the Statute, as well as the operating guidelines set out below. Site statute conditions state you must:

- (a) not use the Site, except as authorised and in accordance with best industry practices and to the University's reasonable satisfaction;
- (b) leave the Site in a clean, litter-free and undamaged condition;
- (c) not display advertising or directional material without the University's consent and comply with any requirements of the University about signage. All advertising or directional materials must be removed from the University on completion of the event you are on campus for;
- (d) dispose of waste and rubbish in the designated waste or litter bins;
- (e) not light any fires on Site;
- (f) not disturb, damage or remove wildlife, plants, rocks, soil or firewood;

## **Other conditions to be aware of include:**

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- Smoking will not be permitted on the Site if it comprises part of or is within 5m of a building on the campus. You must at all time comply with the Griffith University Smoking Policy 2007;
- Alcohol may only be sold or supplied from the Site with the consent of the University and under such terms as agreed by the University. You must at all times comply with the Liquor Act 1992 and any other requirements of the University

Failure to comply with requirements of the Site Statute, will forfeit your access to the campus, and may incur cleaning or other costs.

## **Workplace Health and Safety Requirements**

- All stallholders must comply with the Workplace Health and Safety Act 1995 / Regulations and all subsequent amendments. Failure to comply with the Act will result in the forfeit of your Stall Permit and may lead to the loss of future access to the University. The Legislation includes, but is not limited to, the following:

### **Electrical equipment**

- All electrical equipment (including appliances, extension leads and power boards) bought onto the University Campuses by Stallholders must be tested by a qualified electrician and tagged accordingly. All electrical tags must show the date by which equipment must be reinspected and retagged. All electrical equipment must have an earth wire. Power boards with overload cut-out switches must be used instead of double adaptors and piggyback plugs. A Campus Life staff member will observe and oversee the setting up of a stall requiring access to electricity.

### **Children**

- Children must be supervised at all times while they are on campus. Children cannot be allowed access to areas where unreasonable health and safety risks have been identified. The University reserves the right to direct that a child be removed from campus when the child is exposed to an unacceptable health and safety risk, or when the presence of the child is causing an unacceptable health and safety risk or an unreasonable level of disruption to others.

### **Walkways**

- Stallholders must ensure that their stalls do not obstruct major walkways, emergency exits or services for people with disabilities (such as Access Ramps, Safety Railings, Brail Paths etc.).

### **Incident Reports**

- All incidents (with and without injury) involving stallholders or customers must be reported and recorded using the 'Griffith University Incident/Hazard Report Form'. These forms are available from Campus Life staff.

## **Emergency Evacuation Procedures**

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In the event of an emergency, please follow the instructions of the Building Warden or Griffith University Security Staff. The closest Emergency Meeting Point on each campus is as follows:

Nathan N16 Undercroft Lawn

Nathan Johnson Path (N66 Area) Lawn in front of N66

Logan Community Place Community Court or Entrance to Community Place

Mt Gravatt Library Undercroft and Community Building Library Undercroft

**If a hazard, potential hazard or emergency occurs in the market area, please contact security on 1800 800 707 from all telephones, or on extension 7777 from an internal telephone.**

**Further information regarding the Market Days at Griffith University campuses should be directed to the Griffith Sport Office on 07 3735 5436 or [whats-on@griffith.edu.au](mailto:whats-on@griffith.edu.au).**