

## O-Week and Week 1 Market Days 2020 - Terms and Conditions

The following general conditions apply to all stall applications:

### Approvals

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- The Event Manager reserves the right to grant or refuse an application for a stall permit.
- The Event Manager reserves the right to cancel a stall at any time if the stallholder is displaying products or services that are different to those that have been approved.
- Stallholders need to ensure that all new products or services are approved by the Event Manager.

### 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 48 hours before the next market day they wish to attend. It is unacceptable to provide the certificate on the day. Please email 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

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- 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 hair dressing products, stationary, books etc.
- No external operators will be permitted to operate food stalls, without prior discussion and approval from Griffith Sport.

### 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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- Griffith University is proud to have no smoking campuses. You must at all time comply with the Griffith University Smoking Policy 2018
- 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.

- Operators are required to comply with any state or local government regulations or requirements, which cover the service or products offered. This includes secondhand and pawn brokers dealers licences.
- 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 Griffith Sport. Whilst promoting their services, stall holders must remain behind, or directly in front of their designated table. Stall holders must not stand in walkways, or roam throughout the event.

#### **Workplace Health and Safety Requirements**

- All stallholders must comply with the Workplace Health and Safety Act 2011 / 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 provider 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. Double adaptors and piggy back plugs are prohibited. Power boards must have surge protection and must have the ability to be individually switched on and off. These conditions are in compliance with the Griffith University Electrical Safety Procedure.

#### **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 by Griffith Sport into Gsafe.

#### **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 by emailing [whats-on@griffith.edu.au](mailto:whats-on@griffith.edu.au).**