



THE MEND & MAKE DO CREW INC. LOCAL PRODUCE MARKET PROTOCOL

The Mend & Make Do Crew Inc. Local Produce Market is a community initiated and operated market held every Saturday morning from 07:00 to noon at the Crew's Headquarters located at 46 Through Street, South Grafton, New South Wales.

MARKET ETHOS

The Mend & Make Do Crew Inc. Local Produce Market provides a positive, inclusive and empowering environment for both Stall Holders and Customers.

Through facilitating a regular venue for producers to market their produce to our local population and tourists to the region, The Mend & Make Do Crew Inc aims to build the commercial confidence and skill of the producers and provide a regular fundraising location for local not-for-profit groups & charities.

The Mend & Make Do Crew Inc has two articles of association:

1. Social Inclusion through recycling based Arts & Crafts
2. Using our members Arts & Crafts Skills to support other not for profits

The Mend & Make Do Crew Inc. Local Produce Market is an entirely volunteer run market with all stall fees being donated directly to The Mend & Make Do Crew Inc Homelessness Project.

THE MEND & MAKE DO CREW INC. LOCAL PRODUCE MARKET empowers local producers by:

1. A regular, clean, large and accessible venue for producers and buyers
2. A welcoming & inclusive environment for all market participants
3. An event that promotes the Heritage Listed South Grafton CBD

GLOSSARY OF TERMS

LOCAL

The Mend & Make Do Crew Inc. defines **local** as any producer based in the Clarence Valley, NSW or nearby surrounding areas.

ELIGIBILITY

To be **eligible** to be a Stall Holder at our Market your products must be locally grown or produced. (In the case of Not for Profits & Charities items sold do not need to comply with this requirement.)

PRODUCTS

Products can be fresh produce, food, art, crafts and music! (In the case of Not for Profits & Charities items sold do not need to comply with this requirement.)

COMPLIANCE

All products must **comply** with any relevant government legislation or regulations.

All fresh produce and food must **comply** with associated regulations and where necessary Stall Holders will need to obtain the relevant Clarence Valley Council approvals before participating in our markets.

MARKET ADVOCATE

A volunteer of The Mend & Make Do Crew Inc with the honour of being the contact person for our Markets.

STALL HOLDER APPLICATION PROCESS & FEES:

APPLICATION

Interested local producers wanting to be part of THE MEND & MAKE DO CREW INC. LOCAL PRODUCE MARKET are invited to complete the Stall Holder Application Form (see pages 3 and 4 of this document). Once completed the application form can be submitted via email or hard copy.

FEES

- No fee applicable to Not-for-Profits and Charities wishing to hold a fundraising stall at our Market.

STALL APPLICATION PRIORITY

If the number of applications for THE MEND & MAKE DO CREW INC. LOCAL PRODUCE MARKET exceeds the available stalls, or there are too many applications to sell the same type of produce, the Market Advocate will prioritise applications based on providing variety for the Markets customers and the basis for these decisions will be provided to applicants in writing.

STALL HOLDER APPLICATION FORM

*Fields marked with an * are required*

Company/Trading Name *	
Contact Name *	
Business Phone or Mobile *	
Email *	
Postal Address *	
Australian Business Number (ABN)	
Date of Saturday Market/s you wish to attend *	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other (please list dates below)
Number of Stall spaces required *	
Your Item Type *	<input type="checkbox"/> Food <input type="checkbox"/> Not Food
Please list all the Products that you wish to sell at the market. Include brief description if needed *	
Is your locally made or donated? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please advise what involvement you have with your Not-for-Profit or Charity? (Position held etc)	
Do you require a Vehicle behind stall? Please be aware that this may delay your attendance *	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require electricity? Powered sites are limited *	<input type="checkbox"/> Yes <input type="checkbox"/> No
Food Safety Supervisor Number (if applicable):	

INSURANCE

Note: You are required to provide us with a current certificate for \$10 Million Public Liability. It is also recommended that you have insurance for your product if you are selling food.

Do you have a Certificate of Currency for a minimum of \$10 million Public Liability? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If no, stallholders will need to sign in as a Volunteer of The Mend & Make Do Crew Inc for the duration of the Market - this is ONLY available to Not-for-profit and Charities holding a Fundraising Stall.</i>	

Name on Insurance	
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Name of Insurer	
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Expiry Date:	
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Policy Number:	
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<input type="checkbox"/> I do not have Public Liability Insurance. I am aware and agree to the following: \$20 will be applied to my invoice to provide Insurance cover, payment must be made prior to the start of the market, there is an Excess of \$2,400 and approval of any claim made is at the discretion of the Insurance Company.

Why do you love the Clarence Valley?	
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Why do you love your charity?	
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Do you consent to photographs and information in relation to yourself and your products being used in The Mend & Make Do Inc. Local Produce Market promotional materials *	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Signature:
Date: