



Berry Springs Community Market NT Inc

Stallholder terms and conditions – as of 7 June 2025

The market committee is pleased to have you as part of our market and wish you a prosperous time as a member of our community at the Berry Springs Community Market.

MARKET DATES & TIMES

**Last Sunday of the Month
March to October plus a
Christmas market in
December
8am to 1pm**

LOCATION

**Berry Springs
Recreation Reserve
1130 Cox Peninsula Rd
Berry Springs**

WHO DO I CONTACT?

**Catherine Hallworth
Market Coordinator
E:
market@berryspringsmarket.com.au
p. 0447 662 048**

**Market Booking System
Ozee Markets**

**The Berry Springs Community Market is
a vibrant community hub showcasing quality local produce,
promoting sustainable community values and the importance of
local networks.**

Commencing in 2011, the Berry Springs Community Market welcomes a wide variety of stalls to help create a vibrant and well-rounded experience for our visitors.

We aim to create a diverse mix of products and services, and encourage participation of established businesses, community focused groups, and those who are new or just starting out on their market journey.

Our purpose is to initiate and promote opportunities to learn, share skills and experience, together with activities that bring revenue into the community and increase employment.

Whether you're a seasoned trader or launching your first stall, we are excited to support you and welcome you to our market community.

The following document outlines the terms and conditions of trade at the market and forms part of your acceptance to trade.

**The Berry Springs Community Market NT Inc
wish you a successful market experience**

STALLHOLDER

TERMS AND CONDITIONS

As a condition of you being confirmed as a stallholder at the market, you acknowledge that you understand and agree to be bound by these terms and conditions, along with the conditions and requirements advised by the Market Coordinator prior to and at each market.

Please read the information carefully. If you are accepted to be part of the market, you agree to be bound by the regulations herein as a part of your acceptance to trade at the market.

DEFINITIONS

In these terms:

- “BSCM” means the Berry Springs Community Market and includes the Berry Springs Community Market NT Inc, its officers, members, servants, volunteers, agents or contractors
- “market” means the Berry Springs Community Market
- “stallholders” refers to any stallholders, producers, sponsors, exhibitors, action groups, community groups or other that have any presence on-site at the market

ABOUT THE MARKET

Markets are growing all over Australia, boosting local economies and tourism. They bring communities together, educate consumers and reduce environmental impacts through reduced transportation of goods, and support small sustainable businesses.

The Berry Springs Community Market NT runs from 8am to 1pm on the last Sunday of each month from March to October plus a Christmas market in early December. The site is located at 1130 Cox Peninsula Road Berry Springs.

The aim of this market is to provide a trading place for local producers and to offer shoppers exceptional quality, unique, fresh and innovative products that express the community across our region

The market is run by the Market Coordinator together with the Berry Springs Community Market NT Inc committee. Decisions are made by the whole

committee and are communicated to the stallholder community via the Market Coordinator. All decisions made for the market are not taken lightly, and strive to support the stallholders, the visitors and the commitment the Berry Springs Community Market NT Inc has pledged to the community and to the environment.

We welcome stallholders providing:

- Mobile business
- Community fundraising initiatives
- Promotional or information stalls
- Local artisans and handcrafted goods
 - Art and craft
 - Food
- Fresh produce
- Plants & garden equipment
- Culturally diverse or specialty food stalls
- Ethical and sustainable products
- Family friendly entertainment and activities

APPLICATION PROCESS

We are using an online booking system for stallholders to use; [Ozee Markets Stall Booking System](#). The booking system provides a smooth and efficient process for stallholders and the Market Coordinator. You will need to Register as a Stall Holder, then Login to book a site, it is a very simple process. Applications must be submitted to the Market Coordinator at least 1 week prior to the market the stallholder wishes to attend.

Stall applications and allocations are subject to approval by the Market Coordinator and the Berry Springs Community Market NT Inc committee. Approval is based on suitability and maintaining a balanced variety of stalls.

SITE ALLOCATION

Stall sites at the Berry Springs Community Market are allocated on a casual basis. While we do our best to accommodate requests for specific sites, particularly for returning stallholders, we cannot guarantee the same site will be available each time.

Site allocation is based on availability on the day, power or access needs, overall market layout and flow.

We appreciate your flexibility and understanding as we work to create a balanced and enjoyable market experience for all.

STALL PRESENTATION

Stallholders are responsible for the overall presentation and layout of their stall. This includes clear signage, thoughtful arrangement of products and maintaining a neat and inviting display.

Stalls must be kept clean and safely set up at all times to ensure a positive experience for visitors.

All outdoor stalls are required to have a marquee, umbrella or appropriate shade structure (with appropriate safety and wind-rating standards).

STALLHOLDER CONTENT

Stallholders must list all products they intend to sell or display when submitting their application. Listings of all items must be provided to the Coordinator through the Online Market Booking System (Ozee Markets) for approval at least 1 week prior to the Market.

Existing stall holders that would like to introduce a new product must email the details of the new product to the Market Coordinator at least 1 week prior to the market, the Market Coordinator will review and advise if this request is approved.

Note: if an item is listed as an exclusion on your product and public liability insurance policy it will not be accepted for sale at the Berry Springs Community Market NT Inc

INSURANCE AND LIABILITY

All stallholders are required to be covered by appropriate public and product liability insurance for their produce, equipment and any activities. Certificates of currency of all relevant insurance (including your public liability insurance) are required to be provided to the Market Coordinator, prior to the market as part of their application and can be uploaded through the Online Market Booking System.

The type and level of insurance you hold is your decision, however at a minimum we require Public Liability Insurance cover for the period of the market for **a minimum of \$10 Million for general stalls and \$20 Million for food vendors.**

The stallholder is strongly advised to take out all necessary insurances to cover their products, equipment, exhibits and display material and also effect public risk insurance at the expense of the stallholder.

Casual stallholders have an option of taking single-day public liability insurance offered by some insurance companies. This may be a more cost-effective option.

It is the stallholder's responsibility to source, and keep up to date and compliant with, all relevant legislation and certification in line with the law.

Participation in the market is at the stallholder's own risk, and participants indemnify the BSCM, its members, volunteers, contractors, the Berry Springs Recreation Reserve and Litchfield Council against all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings and any actions of any kind. The market organisers accept no responsibility for damage to participants' products or equipment, or loss of income, arising from market cancellation; adverse weather conditions; theft; breakages; electrical failure; malicious activities or eviction due to non-compliance to safety regulations or terms of this document.

RELEASE & INDEMNITY

The stallholder agrees and acknowledges that, to the extent permitted by law, BSCM shall not be liable for any injury, loss or damage the stallholder may suffer or by any other person arising from or in connection with their participation in the market, whether such injury, loss or damage was caused directly or indirectly by the negligence of BSCM or otherwise, or by BSCM's servants or agents. In the event of injury or illness, the participant agrees that BSCM may provide evacuation, first aid and/or medical treatment at the stallholder's expense and that the stallholder consents to such evacuation, first aid and/or medical treatment.

COMPLIANCE AND STATUTORY REGULATIONS

It is the stallholder's responsibility to comply with all applicable Federal, State and Council Regulations relating to their activity as a stallholder. In addition, the stallholder must adhere to regulations, including but not limited to licenses and permits, occupational health and safety, safe handling and sale of food, [Food Standards Code](https://www.foodstandards.gov.au/code/Pages/default.aspx) - <https://www.foodstandards.gov.au/code/Pages/default.aspx>, liquor licensing, safe electrical management, electrical lead test and tag, the Northern Territory Food Act 2004 and any other applicable legal requirements.

Temporary food stalls can pose a higher risk to the consumer than regular food shops due to their temporary nature and lack of permanent procedures such as cleaning, hand washing, storage, temperature control, refrigeration and heating facilities. It is the stallholders responsibility to understand what is required to operate a temporary food stall and provide your customers with safe food, in particular [Food Safety: Skills and knowledge for food businesses](#) | [Food Standards Australia New Zealand](#)

Copies of relevant certification (including public liability insurance, minimum of \$10 Million for general stalls, \$20 Million for food vendors) are required to be provided to the Market Coordinator, with your application prior to the market.

PROTECTION OF GROUNDS, BUILDINGS AND EQUIPMENT

It is the stallholder's responsibility to ensure they do not impact or damage the grounds, buildings or any equipment during their involvement in the market. Any damage or impact will be the responsibility of the stallholder to reimburse the BSCM.

MARKET REGULATIONS

1. All product prices must be clearly displayed to the consumer.
2. Pricing shall be market reflective.
3. Organic claims must be backed by certification.
4. Where selling product that requires weighing, scales must be calibrated for correct weights.
5. Stallholders are expected to maintain their presence and set up at the market during the times of 8.00am until 1.00pm, outside stall marquee's must remain erected during that time, pack up and vehicle movement is prohibited.

STALL REQUIREMENTS & LOCATION

Stalls will be allocated a position at the discretion of the Market Coordinator. Stallholders' requests for preferred positioning will be duly considered but may not be granted.

Please indicate in your application whether you are requesting a vehicle onsite and/or access to power. These sites are limited and may not be available but we will do our best to accommodate your setup.

Permission for vehicles onsite for the duration of the market will only be granted if they are a requirement for the conduct of the business eg key cutter, food van. Storage of excess stock is not deemed to be a requirement.

Stall locations will be emailed to the stallholder prior to the market, the stallholder must set up within the space provided to them, unless otherwise approved or advised by the Market Coordinator.

ALLOCATED AREA

Site maps and allocations are available to stallholders prior to market day.

MISSING A MARKET AND NO-SHOWS

If a stallholder wishes to cancel their stall for the

upcoming market:

- Advise the Market Coordinator at least 48 hours prior to the market.
- If you cancel one week or more before the market date, your booking fee will be refunded or put to a future booking.
- Cancellations made less than a week prior to the market will have fees put to a future booking.

If a stallholder does not show up to the market and has not provided written advice to the Market Coordinator they may forfeit their preferred site for future markets.

SITE FEES

Refer to site map for fees on individual sites.

Please note: Site fees are reviewed regularly, and these fees may change. At least one month's notice will be given for any fee changes.

FEE PAYMENT

Site fees are required to be paid online on the BSCM Market Booking page by COB the Wednesday prior to each market to secure your site. Should you fail to pay on time, your site may be allocated to another stallholder on our waiting list.

Please contact the Market Coordinator if you need assistance with the website or more time.

Online payments are preferred but cash payments will be accepted on market day with prior agreement with the Market Coordinator.

CANCELLATION

The market may be cancelled due to unforeseen circumstances e.g. extreme weather. Stallholders will be advised of cancellation via the email address listed on their application form. The organisers accept no responsibility for any stallholder loss of income or otherwise due to market cancellation.

REFUNDS

In the instance where the market is cancelled by the BSCM, including on the basis of health advice from the government due to a Public Health directive, the BSCM will provide a full refund for any site fee payments made.

STALLHOLDER PARKING

It is an obligation of the market that all stallholders park in the designated stallholder parking area.

Stallholder parking is not permitted in the public car parking area at the front of the hall or on the oval.

*Please allow enough time to park and walk back to your stall before 8am start.

TOILETS

Toilets are located at the rear of the hall.

BUMP IN / BUMP OUT

It is the stallholder's responsibility to ensure they do not impact or damage the grounds, buildings or any equipment during their involvement in the market. Any damage or impact will be the responsibility of the stallholder and must be reported to the Market Coordinator.

Gates are open at **6am**

The following requirements must be strictly adhered to:

BUMP IN 6.00am – 7:45am, for an 8.00am start

Volunteers, wearing high vis vests, will be on site to direct stallholders to their correct site.

- Always drive at a walking pace (5km/h) with your hazard lights flashing when entering the market area.
- Ensure your stall is setup within your allocated boundary and does not encroach on neighboring sites.
- Vehicles are not to block footpaths under any circumstances.
- All stallholder vehicle movements within the market area will cease at 7.45am SHARP and will not recommence until 1pm, as long as it is safe to do so.

Inside Hall/ Undercover Area Stalls

- Stall holders will have access through the bays inside the hall marked as foot traffic areas on the map.
- Please park, unload, then move your vehicle to the designated stallholder parking area **prior to** setting up your stall.

Outdoor Stalls

- For stalls along the oval boundary parking may be permitted directly behind the stall within the allocated space. Approval must be sought from the Market Coordinator and vehicles are not permitted to encroach neighbouring stalls.

BUMP OUT – Market Closes: 1pm Pack up: 1pm - 2pm

- Under no circumstances are stalls to be

packed down before 1pm.

- Under NO circumstances are vehicles permitted to enter or leave the market area between 7.45am and 1pm.
- **Please pack down your stall/display before bringing your vehicle onsite.**
- Please note: There will be significant traffic during bump out. Stallholders are requested to be patient, to strictly follow the instructions of market staff and to exercise extreme caution during the Bump Out.
- Please keep in mind that market volunteers are volunteering their time to provide the market experience for the community and your benefit. Rude or aggressive behaviour towards market staff or other stallholders will not be tolerated, as indicated in our Code of Conduct.

ELECTRICITY

All equipment is required to be in safe working order and must be tested and tagged by a registered electrician according to Australian safety regulations.

Stallholders requiring access to electricity must have approval in writing from the Market Coordinator to plug in to the electricity. This must be booked and paid for with your site fee prior to market day.

Access to electricity is available in limited locations at the market.

Electricity connection is generally 10-amp, there is limited 15-amp power available (first in best dressed for stallholders). You must specify what equipment you intend to use and how many 10amp or 15amp outlets are required.

Stallholders must supply their own leads and adaptors to connect to the electricity supply.

All electrical cords must be water resistant and maintained above ground or securely fixed to the ground to remove trip hazards.

The Berry Springs Community Market accepts no responsibility for stallholders who trip the power supply due to overloading.

The stallholder will be liable for any damage or safety risks caused by electrical overload or misuse.

WEATHER CONDITIONS

The Berry Springs Community Market runs from March to December. The weather has the potential to impact on the success of the market.

Please note that in the event of inclement weather, the

market will still proceed. Stallholders must be prepared and equipped to trade in all weather conditions.

We strongly advise stallholders trading outside to bring a marquee or umbrella, drinking water, sunscreen and hats.

It is the stallholder responsibility to ensure all equipment is fit for purpose, including but not limited to, ensuring marquees and umbrellas are appropriately wind rated, appropriately and safely weighted and erected, and maintained to achieve optimal safety and in accordance with manufacturer's instructions.

PLEASE NOTE: Pegs are not permitted to be driven into the ground.

FOOD AND BEVERAGE

All stallholders sampling, selling and/or giving away food and/or beverage must comply with Food Safety Certification, including Food Handling Certificate and Certificate of Registration of a Food Business. to be able to provide sampling, selling and/or give away food at the market.

FIRE SAFETY

Suitable portable Fire Safety Equipment and permits must always be provided if you are operating a stall using cookers, gas BBQs and/or naked flame.

EMERGENCY

In the event of an emergency all participants are to assemble in the Emergency Assembly Area on the Cox Peninsula Road side of the oval.

CODE OF CONDUCT

A respectful code of conduct is crucial in ensuring all market "members" (stallholders, visitors, management and the BSCM volunteers) interact in a positive and respectful manner.

The market asks that all parties treat each other respectfully, fairly and with dignity, and do not bully or harass, or tolerate others' bullying and harassment.

Whilst intelligent discussion is encouraged, which in turn will occasionally lead to people disagreeing on certain topics, any conversations where parties disagree must be expressed in a positive and constructive manner. An agree to disagree approach should be taken and not become personal.

The BSCM reserves the right to refuse entry to any stallholder failing to comply to the terms and

conditions or directions given by the Market Coordinator or the BSCM Market Committee.

Additionally, failure to comply to legal regularity requirements, market regulations, or rude, offensive or aggressive behaviour will result in the loss of place at the market.

Stallholders and their staff are required to follow the direction of the market organisers and be mindful of the requirements of their fellow stallholders and market visitors.

SPECIAL NEEDS

The Berry Springs Community Market NT Inc believes that the market should be accessible for everyone, and will endeavour to meet the needs of participants with special needs.

WORK HEALTH & SAFETY

Work Health and Safety is of great importance at the Berry Springs Community Market. In addition to the requirements stallholders must address under Australian law, stallholders are directed to the simple safety checklist at the end of this document to utilise in preparing for the market. It is recommended that the stallholder familiarises themselves with the safety requirements in the checklist. Stallholders will be required to review their set-up and equipment and ensure any areas of noncompliance are rectified.

RISK MANAGEMENT AND SAFETY

It is the stallholder's responsibility to ensure all equipment is fit for purpose, including but not limited to, ensuring marquees and umbrellas are appropriately wind rated, appropriately weighted and erected and maintained in accordance with manufacturer's instructions and Australian standards.

Stallholders are required to manage visitor safety, particularly in regards to their stall, equipment and produce, including where and how the visitor queues.

The stallholder is responsible for managing all risks occurring from their activity, equipment, set-up, trade, and visitor interaction with their stall, equipment and produce. The Stallholder must abide by any direction given by authorities in relation to risk, along with relevant laws. The stallholder must also hold the appropriate insurance to cover them for all risks.

SMOKING

The market is a smoke and vape free event.

Should you wish to smoke or vape please leave the boundary of the market and use the designated smoking

areas and ensure that you utilise the cigarette disposal bins provided. The Market Coordinator can assist you to locate the areas.

RUBBISH AND WASTE

The market discourages single use plastic.

Stallholders are responsible for removing all waste from their area including cartons and packaging when they bump out.

The bins provided at the market are for the use of customers only.

Upon bump out, please ensure your allocated area is clean and tidy, as you found it.

USE OF IMAGE

The stallholder consents to photographs and electronic images being taken of them, their staff and their market content as participants of the market. The stallholder agrees that such photographs and electronic images are owned by BSCM, and BSCM or other third parties may use the photographs for promotional or other purposes without further consent being necessary.

Market Photographer: An official Market Photographer may be present during a market event.

- They will clearly identify themselves by wearing a high-visibility vest marked “Market Photographer”
- **Photos of Children:** The photographer will not take or use photos of children without prior written consent from a parent or legal guardian

PRIVACY

The stallholder understands that the personal information provided in their application is collected by BSCM for the administration and conduct of the market. The participant acknowledges that information collected will be securely stored on the BSCM database. BSCM may share that information with BSCM professional advisers, including their accountants, auditors, lawyers and insurers.

MARKETING AND PROMOTIONS

Stallholders are encouraged to participate in promotional activities.

Social Media Promotions: Any promotional posts relating to your stall that use the Berry Springs

Community Market logo or branding must be approved by the Market Coordinator before publishing.

Once you have the items you wish to sell approved in writing from **the Market Coordinator**, stallholders are invited to send images and info to the Coordinator. We encourage you to send info about your products, the producers and the production back-story for your artisanal products and we may be able to include this information on the market social media accounts in the months following your request.

DIRECTIONS BY MANAGEMENT

The stallholder agrees to follow the information and directions advised by the Market Coordinator and the BSCM Market Committee, at all times.

The Market Committee reserves the right to refuse entry.

FURTHER COMMUNICATION

Any final details and requirements will be communicated as required to stallholders via email or text in the week before the market.

FEEDBACK

Open communication is valued and the Berry Springs Community Market NT Inc is committed to creating a respectful, inclusive and safe environment for all.

We welcome positive feedback and constructive suggestions to assist us to improve and encourage you to raise concerns in a respectful and solution focused manner.

COMPLAINTS PROCESS

While we would hope that this is not required, should stallholders have a complaint or wish to raise an issue please follow these steps.

1. Raise the issue on the day with the Market Coordinator. Many issues can be resolved informally and quickly by having a conversation.
2. If the issue has not been resolved informally, submit a formal complaint within 7 days. Complete a Complaint Form available from the Coordinator, or email a brief description including relevant details: date, time, stall/location, people involved and desired outcome to the:
Coordinator – market@berryspringsmarket.com.au
3. You will receive an acknowledgement of your complaint within 3 business days
4. Following an investigation a written response will be provided within 14 days
5. You may appeal the outcome if you are dissatisfied by sending a written request for review to the Berry Springs Community Market Committee admin@berryspringsmarket.com.au. The appeal is to be lodged within 7 days of receiving the response
6. Should the issue remain unresolved you may request a mediator.



HEALTH & SAFETY LIST

Please review and consider any points relevant to your attendance at the market. Please note that none of the below replaces any requirements by law.

GENERAL

- Any marquees, tents or inflatables of any kind must be appropriately secured as per Australian standards. We recommend purchasing a set of gazebo weights. No pegs are to be used into ground surface.
- Gazebo guy ropes must not cause a trip hazard
- Stall signage in good repair and appropriate
- Tables, chairs, umbrellas in good and safe repair
- Approach and exit areas free of obstructions
- Stall stock displayed securely (not able to fall)

POWER

- All electrical equipment, leads and connections must be tested and tagged
- All electrical leads must be off the ground or fixed securely to avoid trip hazards
- Electrical adaptors must not be 'piggy backed'
- Only allocated power outlets can be utilised with prior written approval from the Market Coordinator

VISITOR MANAGEMENT

- Stall holders are required to manage visitor safety, particularly in regards to their stall, equipment and product, including where and how the visitors queue.

FOOD STALLS

STRUCTURE FOR FOOD STALLS

- Enclosed tent/structure and impervious flooring for full preparation of food on site
- Barrier between stall and public (counter)
- Cooking equipment located in a way that reduces contamination

FOOD TEMPERATURE CONTROL

- Temperature control in accordance with the law for perishable & potentially hazardous foods i.e. below 4 degrees for refrigerated, -15 degrees for frozen and 60 degrees or above for hot foods

GAS (YOU MUST HAVE A PERMIT ON TOTAL FIRE BAN)

- Caterers using Liquefied GAS (LPG) must complete the checklist provided by Worksafe before the market starts, link: [https://worksafe.nt.gov.au/data/assets/pdf_file/0011/686621/Guide-electrical-equipment-and-gas-](https://worksafe.nt.gov.au/data/assets/pdf_file/0011/686621/Guide-electrical-equipment-and-gas-installations-at-markets-shows-and-sporting-events.pdf)

[installations-at-markets-shows-and-sporting-events.pdf](https://worksafe.nt.gov.au/data/assets/pdf_file/0011/686621/Guide-electrical-equipment-and-gas-installations-at-markets-shows-and-sporting-events.pdf)

- Gas cylinders:
 - are in good condition & less than 10 years old
 - are secure and outside the stall structure
 - are not blocking thoroughfares
 - are on a level, non-combustible surface
 - in well ventilated location
- Cylinders safety outlet faces away from stall structure
- Cylinders are clear of ignition sources

GAS APPLIANCES

- Appliances are away from the public
- Supply hoses are in good and safe condition
- Combustible materials are clear of appliances
- Fire Extinguisher/Blanket available and in good condition
- Stall staff/volunteers aware of safety procedures

WORK AREAS

- Floor area clean and free of obstruction
- Storage and preparation areas clean
- Waste receptacles available
- Food products stored off the ground

STORAGE

- Separate raw and cooked foods
- Food covered
- Food prepared on appropriately sanitised tables

SERVING

- Money and food handled separately
- Utensils and gloves used to handle food
- Condiments not to be handled by the public, dispensed by the service staff. Portion packs are discouraged due to generation of waste.

TASTE TESTING DISPLAY

- Single serve, biodegradable utensils
- Signage stating 'single serve only'

PERSONAL HYGIENE

- Clean personal attire and habits
- No smoking or alcohol consumption in food stall
- No contagious illness, uncovered cuts or sores on food handlers
- Hand washing facility with liquid soap and paper towels for food stall staff

GENERAL CLEANING

- Stall and stall surfaces clean
- Utensils and equipment clean

WASTE MANAGEMENT

- Bins with lid and liner
- Waste water storage available and labelled
- Waste water disposed of properly
- Waste oil stored and removed from site

