



## REGULAR STALLHOLDER PARTICIPATION POLICY DOCUMENT 2024

The Old Bus Depot Markets (**Market**) is open every Sunday throughout the year, except for the last Sunday in December and the first Sunday in January. The market is open all Saturdays before Christmas in December.

This document sets out OBDM Management's policy about attendance at, and commitment to, the Market for the information of Stallholders who wish to operate their Stalls on a regular basis throughout the year (**Regular Stallholders**). This is a policy document only and is not intended to have legal effect.

To be eligible to apply for regular stallholder status, you must attend a minimum of 8 markets.

As a regular stallholder, you must commit to trading at the Market for a **minimum of 12 months** from the date of signing this policy document. One month's written notice is required to cease trading as a regular stallholder, with a waiting period of 12 weeks before being eligible to reapply.

**The first Saturday in December is a compulsory market for all Regular Stallholders.** Please factor this into your yearly Business Plan and note there are not exceptions to this rule.

*To maintain your status and place as a Regular Stallholder, you may only make*

- \* **NINE Saturday or Sunday** cancellations a year, comprising –
  - **FIVE Saturdays or Sunday's** cancellations permitted without paying a stall fee and without forgoing your regular spot;
  - **FOUR** remaining cancellations, to which a retainer fee option applies. The cost of this retainer fee is your normal stall fee (including the use of power if applicable).

Please note there are **two** Sundays that fall within the Christmas/New Year break when the market is closed. Regular Stallholders therefore have the opportunity to be absent from the market for **11 Sundays per year** while still maintaining their status as Regular Stallholders.

*To maintain your status and place as a Regular Stallholder, you are required to*

- \* attend the **FIRST Saturday in December** which is a compulsory market for **all** Regular Stallholders.

The Sunday cancellations policy is intended to cover sickness, holidays and other personal circumstances and it may be a good idea to keep a few cancellations in reserve in case of a crisis. In the event of illness, a car breakdown or other personal crisis, you **must** notify us by Friday prior to the Sunday cancellation. You will receive a credit for this cancellation if you have any remaining entitlement. After Friday, we still appreciate being informed of your absence so that we can juggle gaps for fellow stallholders; however, please note there will be no credit for late cancellations.

*\* During Nov/Dec trading period, cancellations must be made by the Wednesday before the Saturday/Sunday to receive a credit.*

*As a Regular Stallholder, Stall-sharing is not permitted.*

*As a Regular Stallholder, we encourage you to register your presence at the Old Bus Depot Markets on our website with an enhanced stallholder listing. [www.obdm.com.au](http://www.obdm.com.au)*

### SUMMARY

- **COMMITMENT** to trading for a minimum of twelve (12) months.
- **FIVE** Sunday cancellations a year (stall credit given **if you advise us by Friday prior to the Sunday market Jan to Oct; and by Wednesday in Nov and Dec**).
- **FOUR** weeks opportunity to pay a retainer to maintain your regular stall space.
- **ABSENCE** of more than **ELEVEN** weeks (including the **two** Sundays which fall within the Christmas/New Year break) will result in your regular stall being reassigned and you may become casual.
- **COMMITMENT** to attend the **FIRST SATURDAY** market in December.
- **STALL SHARING** is not permitted.
- **STALLHOLDER** website listing is encouraged.

Signature ..... Date .....

PRINT NAME .....