



THAT GREAT MARKET

Laurelbank: 85-87 Penshurst St, WILLOUGHBY

Lindfield: East Lindfield Community Hall, 9 Wellington Rd, EAST LINDFIELD

STALLHOLDER APPLICATION 2020

WHICH MARKET ARE YOU APPLYING FOR ?

Lindfield

Laurelbank

PERSONAL / PRODUCT DETAILS:

Name of Business:

Stall Name:

Contact Name(s):

Email:

Mobile Number:

Postal Address:

Website:

Facebook:

Instagram:

Other sites (ie: Etsy...)

Description of ALL items you will be selling:

Do you make the products yourself ?

YES

NO

**** NB: For Laurelbank : You must make the products for sale yourself/selves in NSW ****

If not, what involvement do you have in the design & manufacturing process ?

If yes, briefly describe your production process and details of where & how you source your raw materials:

That Great Market is a member of the Better Business Partnership and strive to be a sustainable, responsible and environmentally friendly market. Briefly describe how your stall would suit our market ideology including how you package / supply your products to your customers:



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STALL DETAILS

LAURELBANK

Stall pricing: \$100 flat rate per market
Please note that booking fee is for the space only and doesn't include a marquee or other market furniture.

Stall Location: Outside gardens: (3mx3m)
 Outside under verandah (0.8m x 3.5m)
 Outside corridor to hall (3m wide x 1.5m deep)
 Inside: along wall (3m wide x 2m deep)
 Inside: centre (1.8m wide x 3m deep or 1m wide x 4m deep)

*All food stalls will be outside. Spaces are limited in each area.
 The verandah space fits the width of a standard table to allow visitor access in front)*

LINDFIELD

Stall pricing: \$100 - casual rate per market
Please note that booking fee is for the space only and doesn't include a marquee or other market furniture.

\$190 - 2 consecutive markets
 \$270 - 3 consecutive markets

Stall Location: Outside (3m x 3m)
 Inside (2.5m x 2.5m)

All food stalls will be outside. Spaces are limited in each area.

BOTH MARKETS

Power required: YES NO
Please note this is for food stalls and performers only and will dictate your location. You must provide your own long labelled extension cord.

Do you use a generator: YES NO
This may dictate your location

Public Liability Insurance Certificate supplied (\$10m min.cover) - if yes, please provide a copy with this form YES NO
All stallholders must be covered by insurance. If you don't have insurance we will provide insurance for \$15 per market

Food Safety Supervisor Certificate Supplied (food stalls only): - please provide copy of the certificate with your form YES NO

I have read and agree to all the T&C's listed below: YES
 We will review your application and get back to you. If your application is successful we will send through the invoice for payment to secure your spot.



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TERMS & CONDITIONS 2020

TERMS & CONDITIONS (as at January 2020)

1/ PAYMENT:

For new stallholders: If approved, and insurances & other relevant documentation are provided, we will send you an invoice for payment. Please arrange payment straight away to secure your place.

For returning stallholders: Payment is required within 3 days of receiving your invoice to secure your return spot and ensure your location.

For all stallholders: If you have selected to take a multiple month option please note this is for consecutive markets & cannot be spread out over more months. Please check you are available for all the relevant dates before you chose one of these options

For food stalls (LINDFIELD) : In addition to supplying your FSS you will need to register with the Kur-ring-gai Council. This is a requirement of all mobile food businesses intending to sell food in the Kur-ring-gai area. It doesn't cost anything and is simply a notification for them in case they visit the market to confirm. This must be done prior to market day. The link is:

http://www.kmc.nsw.gov.au/Plans_regulation/General/Business_regulation/Food_businesses/Mobile_food_business_notification_form

2/ REFUNDS

Once you have received confirmation of your place, no refunds will be given. Transfer of your booking to another market must be advised AT LEAST 14 DAYS prior to the market and will be assessed on a case by case basis. If a month is missed during a consecutive monthly booking (Lindfield only) it will not be transferred to another month (exceptions may be considered on a case by case basis at the discretion of management). Food stalls will not be given refunds for loss of trade due to breach of NSW Dept of Primary Industries - Food Authority Guidelines. Refer to the following link for information:

<http://www.foodauthority.nsw.gov.au/retail/mobile-food-vendors>

3/ ATTENDANCE

Stallholders need to advise TGM asap if they are unable to attend for any reason as early as possible to allow alternative arrangements to be made. This can be done by phone, email or SMS.

4/ WEATHER CALL

TGM proceeds in all weather, except extreme or dangerous conditions that would endanger stallholders or visitors. The decision to cancel is based on safety only. If the market is cancelled all stalls will be rolled over to the next market month. We will assess requests for a different month on a case by case basis - no refunds will be offered. In the event of cancellation we will email all stallholders and post on Facebook & Instagram. We will answer the phone for queries if necessary (0401 656 984 or 0413 773 563). It is up to you to check these sources.

5/ STALL LOCATION

We allocate each stall based on the best layout for the stall within the market as a whole. If you are returning and are not happy with a previous location please advise us and we will do our best to accommodate you at the next market. Your space is non-transferrable (ie: you cannot swap locations with another stallholder, or give your stall to another stallholder if you can't attend the market without advising us prior for approval).

6/ TRADING & ACCESS

Stalls must be ready to trade at 9am and not commence packing up until 2pm (except food stalls in some instances). If you choose to pack up before the market close, we reserve the right to refuse your application for future markets. As it is a residential area access is strictly from 7am and noise is to be kept to a minimum. You can only trade within the confines of our stall area and are not permitted to solicit business outside this area at any time.

7/ PRODUCTS SOLD

The product sold at your stall must be in line with those advised on this application and must support our ethics clause (*see clause 15*). If they are not, we reserve the right to request they be removed from sale. If you have changed or added products since you applied for TGM please contact us prior to the next market to advise of new products so we can confirm if they can be included (*see Clause 14 about selection criteria*)

8/ RUBBISH

All rubbish must be placed in the bins provided (small items only) or taken away with you. Large packaging boxes and bulky items need to be taken away with you.

9/ PARKING

The carpark is for our visitors. You may use the carpark for unloading only then move to a spot in adjoining streets. ONLY park in legally marked spaces. You may move your car back to the carpark at market close for reloading. It is in our interest to leave the carpark free for our market visitors to use.

10/ INSURANCES REQUIREMENTS

A minimum of \$10m public liability insurance is required for all stallholders. Your insurer will issue you with a certificate of currency noting your company name, level of insurance and period of cover. This is the only document we need. Alternatively we can provide you 1 day cover under our Market Operators insurance for an additional \$15 per market.



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11/ **OH&S (OCCUPATIONAL HEALTH & SAFETY)**

Marquees/Umbrellas: If you are using a marquee or umbrella it is your responsibility to provide heavy weights (all 4 corners of marquee, or at the base of the umbrella) sufficient to secure in windy conditions. If you do not have suitable weights (or correct pegs for tents on grass) you will be asked to source them immediately or take down your marquee / umbrella. There are taps around the hall to fill water bases if using.

Signage: All signage must be within the confines of your stall or at management's discretion, in another allocated promotion area.

Food stalls: ALL FOOD STALLS MUST CARRY A WORKING PORTABLE FIRE EXTINGUISHER. Any hot oil, water or other items/equipment that get or are hot MUST be turned off and allowed to cool BEFORE dismantling your marquee. Please consider your timing in advance of close of business. Refer to following guidelines

http://www.foodauthority.nsw.gov.au/Documents/retail/temp_events_guideline.pdf

12/ **PHOTOGRAPHY & VIDEOGRAPHY**

Photos and videos may be taken at each market of stallholders, products and visitors. These are used for promo purposes only and never sold to a third party. Your support of this is appreciated.

13/ **SUSTAINABILITY**

TGM is a member of the Better Business Partnership, a joint council service which helps businesses become more sustainable. We request no single use plastic packaging, bags or serving items be used at the market. Please ensure you use only recyclable, biodegradable or paper products where necessary. We also encourage you to offer no packaging to visitors who have their own bags, bring your own reusable coffee cups and shopping bags to help us reduce waste and be part of the solution.

14/ **MARKET IDEOLOGY / SELECTION CRITERIA**

In addition to being as sustainable and environmentally friendly as possible our market ideology includes supporting local small businesses. For Lindfield market we accept and encourage local makers, artists and designers along with responsible, sustainable and ethical businesses. Laurelbank market is open to local artisans, makers and creators who create their own products in NSW along with second hand and upcycling stalls. We understand that for local makers some of the elements used to create your products may be sourced outside of Australia.

As operators we ensure that we limit same / similar products types within our market to ensure the best chance of sales for all stallholders and of course to give our visitors as much variety as possible. Therefore there have very limited spaces per category within both our markets.

15/ **ETHICS**

TGM is an equal opportunity enterprise that does not discriminate based on age, sex, race, sexual orientation, religious or political beliefs, disabilities, impairments, illness or status. TGM expects both stallholders and visitors to the market to uphold these values. In the event of anything TGM perceives to be a breach of these values, we reserve the right to exclude stallholders/visitors from the current or subsequent markets.

16/ **This documentation is updated at regular intervals and sent every month to all stallholders. It is your responsibility to check regularly.**

17/ **OTHER**

By submitting this application you are agreeing to all the T&C's listed above. In all matters, management decision is final. We reserve the right to refuse re-booking into the emarket if any of the T&C's are not met for any reason.