

2018 Burrawang Easter Market Stall Application

I wish to apply for a stall space at the Annual Easter Saturday Market on the 31 March 2018
I have read the terms and conditions and agree to be bound by them. **TO SECURE YOUR EXISTING STALL POSITION PLEASE SUBMIT APPLICATION BY 31st OCTOBER 2017.**

Name: (please print) _____

Business Name (if applicable) _____

Phone: _____

Email: _____

Full Details of products for sale : _____

Are you a new stall holder? **Yes / No**
If returning would you like the stall you had in **2017 (if possible)** **Yes / No** **Stall #**
If no, do you have a preference for a location and where:
Do you require POWER (we will need to discuss with you) **Yes / No**

	Stall Fees:
1. Hoddle Street / Crown Street Site (approx 4m wide, 3m deep)	\$230
2. Hot food/coffee (approx 4m wide 3m deep)	\$250
3. Single Hall Space (2 trestle tables in L shape)	\$250

I have read, understood and agree to abide by the attached rules:

Applications will only be processed if they include ALL the following :

- a. Preferred payment is by direct deposit:

Name: Burrawang Easter Market Association Inc
BSB : 062-644 Account: 1043 6332

Payment by Cheque or Bank cheque made payable to Burrawang Easter Market Association Inc
- b. Photocopy of current Public Liability cover for market trade.
- c. Food stalls must provide NSW Dept of Health notification, confirmation by photocopy. It is free to apply on www.foodnotify.nsw.gov.au/nafsis.

Once a stall booking is confirmed there will be no refund.

Burrawang Easter Market Association reserve the right to cancel the market at any time due circumstances out of their control.

Signature: _____ Date: _____

Post to: **The Coordinator, Burrawang Easter Market**
PO BOX 3304
ROBERTSON NSW 2577

Website: www.burrawangeastermarket.com
Email: stalls@burrawangeastermarket.com

Burrawang Easter Market 2018

Welcome to the annual Burrawang EASTER MARKET. In 2018 the Burrawang Easter Market will be held on Easter Saturday, 31st March 2018.

It is the responsibility of all stallholders to read this document carefully before submitting an application as making a booking implies that you have read and accepted all the current terms and conditions.

GENERAL:

1. The Market will commence at 8.00am and run until 3.00pm in Hoddle & Crown Streets, Burrawang and in the Burrawang School of Arts Hall.
2. All stallholders must maintain a high presentation of products and stall layout.

STALLS & ALLOCATIONS:

• **Setting up of stalls is not to commence prior to 6.00am** on Saturday morning. Stalls located in the School of Arts Hall may set up on Good Friday between 3pm and 5pm. Stallholders who arrive after 8.00am on market day will not be able to gain vehicle access to Hoddle or Crown Street or the School of Arts Hall.

- Stall sizes are 4 metres wide by 3 metres deep.
- Maximum number of stalls per stall holder is two. No half stall will be allocated.
- Due to issues with power in 2016, powered sites are only available through prior discussion with the market organisers.
- Fees will not be refunded for any late cancellations.
- Stallholders may not swap stall locations, or set up outside the designated stall area. Areas between stalls are public access ways and must be kept clear and open at all times.
- Any umbrella, tent, awning or other structure erected by the stall holder must be secured. Stallholders are responsible for ensuring that any structure does not compromise the safety of the public.

INSURANCE

- All stallholders must have current Public Liability insurance and supply a copy of their Certificate of Currency with their application.

BOOKING & PAYMENT

- Stallholders must read these Terms & Conditions and complete the Application Form. The form must be submitted to Burrawang Easter Market and must include full payment before a site will be allocated.

PAYMENT METHOD

- Post - Application form, Public Liability Certificate and cheque/money order made out to Burrawang Easter Market Association Inc

The Coordinator, Burrawang Easter Market
PO BOX 3304
ROBERTSON NSW 2577

Direct deposit – A scanned email copy of the application form, Public Liability Certificate and payment receipt can be sent to stalls@burrawangeastermarket.com

- The payment will be processed once the application is approved. A confirmation will be sent to your designated contact method.
- Once a booking is confirmed by receipt, it cannot be refunded unless in extreme circumstances. Burrawang Easter Market Association will not be held responsible for changes in personal circumstances or poor weather conditions.

FOOD STALLS

- All food stalls must provide NSW Dept of Health notification, confirmation by photocopy. It is free to apply on www.foodnotify.nsw.gov.au/nafsis. This is the stallholder's responsibility and a copy must be submitted with your application.
- All food stallholders must comply with Food Safety Standards Australia/New Zealand.
- Food stallholders can only sell products that are authorised and approved by the Market Coordinator.
- Food stallholders cannot alter their menu without prior authorisation from the Market Coordinator.

PARKING & VEHICLE ACCESS

- Vehicles may enter the market site area to set up the stalls between the hours of 6.00am-7.30am on the Saturday morning.
- No vehicles will be allowed to remain at the market stall sites unless they are being used to sell goods from and have been approved by the Market Coordinator.
- Stallholders parked in surrounding streets during the market should comply with parking and traffic regulations.

PRODUCTS

- The Easter Market committee reserve the right to prohibit the sale of any item.
- Stallholders must contact the Market Coordinator prior to market day to advise of any change in the product range on their stall, as we wish to ensure the best trading conditions for all stallholders.
- If you sell goods bearing registered trademarks which are not genuine products, you may be liable to damages and fines. The stallholder is responsible for any offences.
- All items for sale are to be either on a table or clothing rack. Goods must not be placed on the ground unless the items are large pieces of furniture.

MARQUEES, TABLES, CHAIRS

- Stallholders are responsible for bringing and using their own marquees, tables, chairs. Burrawang Easter Market committee does not provide marquees, tables and chairs etc for stalls on Hoddle Street and Crown Street.
- Stalls in the Burrawang School of Arts Hall are provided with two standard size trestle tables and 2 chairs per stall.

WASTE & RUBBISH REMOVAL

- Stallholders are responsible for removing all their own rubbish, boxes and unwanted goods from the market site. Rubbish bins on site are provided for customers only.

MARKET VOLUNTEERS

- Easter Market volunteers can be identified as they are wearing high visibility vests. The market office is located at the Burrawang Public School.
- Communication with the Easter Market Coordinator is via email or phone stalls@burrawangeastermarket.com or phone : 0498 015 530

WEATHER

- The Burrawang Easter Market is an all weather event. It is the stallholder's responsibility to provide protection from all weather conditions.