



stuff you need to **know**

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# what we're **about**

There is a shift in awareness happening right now, can you feel it?

Words like "compassionate", "ethical" and "conscious" are everywhere, we are becoming aware of how and what we are consuming and it's an exciting time.

So, Vegan NSW started the Sydney Vegan Markets with the aim of promoting the shift in awareness, and supporting the vegan community in maintaining their veganism.

SMV is an inclusive space where creators of vegan food and products can connect to like minded consumers; where the Sydney vegan community can find quality, ethically made vegan products and where those who are interested in veganism can learn about just how easy it can be.

## our **values**



SYDNEY VEGAN MARKET is different. We have designed our market inline with our core objectives and with your help, create an experience that will highlight the wonders of cruelty free living,

Our market will be:

- plastic plate, bag and utensil free
- curated so that your business stands out from the crowd
- supported by local vegan talent including DJ's, bands and solo artists
- free of charge entry
- a one stop shop for vegans in Sydney



# the details

## WHERE:

At the Addison Rd Community Centre, 142  
Addison Rd Marrickville

## WHEN:

The first Saturday of every month

## HOURS:

9am to 4pm

## CONTACT:

Kate Jones - 0439 027 544



# the dollars



## LET'S TALK MONEY

We get it, most of us are small business and cash flow can be challenging so we've designed our pricing model in a way that's sustainable for even the freshest start up!

For a standard 3m x 3m:

- **Fresh food** (cooked on the day): **\$260**
- **Packaged, pre-made food** (incl cakes, jams etc): **\$220**
- **Non food**: **\$180**
- **Not For Profit**: **\$70**



# want a lil' **more?**

If you can choose to pay extra to be one of our sponsors you'll also receive a bunch of perks!



## **COCKATOO**

Pay an extra \$200 per market to become a Cockatoo Sponsor!

As a Cockatoo you get:

- A kick ass stall location on market day where you won't be missed and your sales have all the potential to boom (limited number available) AND
- Newsletter, social media and website features that reach a stack of engaged followers who are dying to know about you and your product



## **KOOKABURRA**

Pay an extra \$100 per market (on top of your stall fee) to become a Kookaburra Sponsor!

You can choose between:

- A kick ass stall location on market day where you won't be missed and your sales have all the potential to boom (limited number available) or
- Newsletter, social media and website features that reach a stack of engaged followers who are dying to know about you and your product



# what you'll get **from us**

We'll take care of the overall running of the Markets, including:

- Start of day market bump in
- End of day market bump out
- Regular updates and general communication with all stallholders
- Weather checks leading up to each market day
- Communication to all stall holders and the general public (via social media) if a scheduled market day is cancelled for any reason
- First aid, including incident management and reporting
- Handling emergency & security situations
- Crowd management and preventing over crowding on market days
- Market promos, including website and social media
- Hazard/risk management and recording
- Entertainment (recommendations welcome!)
- Site inspections and stall audits
- Provision of:
  - Power (to a limited number of stalls)
  - A potable water source



# what we need **from you**

As an SVM stall holder, we'll need you to:

## **Legal & Regulatory Stuff**

- Let your local council know of your business details (if you run a food business)
- Make sure you meet any regulations and standards that apply to your type of business
- Notify the Inner West council of your business details (food businesses only – you can find the temporary food stall notification form in the Stall Holder Info section of our website and must be provided to the Event Organiser 21 days prior to market day – this should be emailed to [hello@sydneyveganmarket.com](mailto:hello@sydneyveganmarket.com))
- Comply with the standards outlined in the Food Management Guide (food businesses only)

*If you're not sure about the legal & regulatory requirements for your business, check out our Resources section on the website*

## **Process stuff**

- Apply for each monthly market (unless upfront payment has been received for a 3 month commitment or a permanent position has been offered)
- Follow instructions from market, venue and security staff when it comes to market operations and processes
- Be aware of our processes and policies
- Be aware of and operate to our T&C's
- Adhering to our promise of a plastic free event. This includes carry bags, plates & bowls, cups, straws & utensils
- Not bringing any beverages in glass



# what we need **from you**

## **Safety Stuff**

- Be safe when moving equipment through the market zone
- Let us know right away if you see any hazards and let other stallholders know about any potential risk
- Let us know right way if there's a safety incident or near misses, even if it doesn't result in injury
- Be aware of who the market staff and venue staff are, and where to find first aid if you need it
- Make sure you're not doing anything that could put yourself or others at risk

## **Stall stuff**

- Bring all the equipment you need to set-up and run your stall, including a 3x3m market tent such as [this](#) one. Unless you are located in The Hall (section H) a tent is a requirement for trading at SVM (food stalls also need to comply with the structure guidelines in the SVM Food Management Plan)
- Look after your area and keep it spick n span
- Set up and take down marquees, tables, umbrellas and other stall stuff
- Use and operate your equipment and marquees, tables, umbrellas and other structures as per the manufacturer's instructions

## **Activism & behaviour stuff**

- Do not play any graphic or violent video or audio content
- Be respectful of all cultures, genders, sexualities and lifestyles
- Not engaging in any discussions that have the potential to turn to conflict
- No heckling or spruiking





# the ins & outs

## STALL SPACES

We'll assign you a numbered stall space no less than 3 days prior to the market day. We'll do everything we can to accommodate your space and location needs, but we're also obliged to meet food safety regulations when allocating space for food businesses. It is also important we curate the market to maximise opportunities for all stall holders.

## IT'S ALL ABOUT THE TIMING

To make sure things run smoothly on market days, bump in & bump out for stall holders will be staggered over a 1.5 hour period before and after market hours.

Sections will have **15 minutes** to unload vehicles before parking off site in one of the many on street, unmetered parking spots in the local area.

**This is extremely important as vehicles can block access for other stall holders.**

As always we will have a team of volunteers to help with bump in and out.

### IMPORTANT:

**If your gear is heavy and you need to park close to your site to unload please read the following** (everyone else will park in the carpark and volunteers will help unload and carry)

- Stalls in Sections A-G enter via Vivi Koutsoundis Dr (past Reverse Garbage) and drive S L O W L Y to their site
- Section H can park next to the hall in the parking area

STALL SECTION	BUMP IN – 6:30am to 8:00am	BUMP OUT – 5:00pm to 6:30pm
E & D	In by 6am; unload by 6:15 am	Exit no later than 5pm
B & F	In by 6:30am; unload by 6:45am	Exit by 5:30 pm
G & C	In by 7am; unload by 7:15am	Exit by 6pm
A & H	In by 7:30am; unload by 7:45am	Exit by 6:30pm

All stalls must have exited the venue by 6:30pm



setting it  
**up**

## **ARRIVAL**

Enter from 142 Addison Rd Marrickville. Our volunteer parking officials will direct you to your area.

## **PARKING & A PLACE TO UNLOAD**

Stall holders can park in the parking area OR carefully and s l o w l y drive to their stall site for the purpose of unloading. Once Bump In is complete all stall holder vehicles must be parked off site. There is plenty of unrestricted street parking in the area. **STALLS HAVE 15 MINUTES TO UNLOAD.**

## **STALL SET-UP**

All stall designs must be fit for purpose and for selling in an outdoor environment.

Canopies & tables must be ballasted with sufficient weight so they're secure against wind.

Food business stalls must comply with the standards of the Food standards code. You can find more info about that in the Sydney Vegan Market 'Food Management Plan'.

## **POWER**

Power will be provided by SVM. We'll need to know what your power needs are ([sydneyveganmarket.com/power](http://sydneyveganmarket.com/power)), and you'll need to let us know if they change at any point.

You'll also need to have all of your appliances and leads checked and tagged by an electrician



# shutting it **down**

## **PACK UP**

Packing up begins at 4pm once the market is closed for trade and Bump Out is staggered by category as per Page 6 of this guide.

## **HEADING OUT**

Double check everything has been removed from your space and all of your rubbish and recycling is collected and taken with you.

## **BE MINDFUL**

When setting up and shutting down, please be mindful of market & venue staff, customers and other sellers and their needs.

Make sure your set-up / shut-down process doesn't squish the toes of other stall holders, and if you see someone struggling, offer some help.

Also be mindful of local residents and business owners when coming and going.



# playing it safe

## **SAFETY FIRST**

- SVM are committed to ensuring everyone is safe and happy on market day.
- Please ensure all WHS processes are followed ie bend from the knees and don't lift anything that is too heavy for you!
- Ask for help, please 😊

## **FIRST AID**

- Should someone get hurt and you think they might need first aid, contact market staff, who will arrange first aid treatment.
- Records of all first aid treatment will be kept in the First Aid Register.

## **HAZARD & INCIDENT REPORTING**

- If a hazard is identified at any time, it must be reported as soon as reasonably practicable to market staff
- All hazards that cannot be rectified immediately must be recorded on the 'Hazard Report Form', including actions to be undertaken, by who and by when
- If an incident occurs, regardless of whether there is an injury or equipment damage, it must be reported to market staff
- All incidents are to be recorded and if a 'Notifiable Incident' occurs, SVM will notify the appropriate regulator

## **NO-GO CONDITIONS**

The Sydney Vegan Market would always love to operate when planned, however the market may be cancelled if:

- Extreme weather conditions have been predicted for market day
- If there is an insufficient number of sellers committed to attend
- The venue becomes unavailable due to unexpected circumstances

## Sydney Vegan Market Stallholder Terms & Conditions

### 1 General

These are the Standard Terms and Conditions of The Vegan Society (NSW) Inc ABN 21 360 391 961 (Vegan NSW) which will apply to every contract whereby You as the Client (the "Stall Holder") book a Stall and participate as a Stall Holder in the monthly vegan market event conducted by Vegan NSW ("Sydney Vegan Market").

### 2 The Contract

3 The Terms of the Contract between Vegan NSW and the Stall Holder for the sale and supply of items of the Products Ordered are contained collectively in all of the following:

- (a) the completed Booking Form;
- (b) All Sydney Vegan Market Policies including:

4 Food Management Policy;

5 Bump in/out Policy; and

- (a) these Standard Terms and Conditions ("Terms").

6 The Contract date is the date the Stall Holder sends a completed Booking Form to Sydney Vegan Market.

### 7 Defined Terms

In these Terms and Conditions and any related documents, unless the context otherwise requires, the following words and phrases mean:

"ABN" means Australian Business Number.

"Acceptance" means the occurrence of any one of the following:

- (a) the written Acceptance by Vegan NSW of the Booking; or
- (b) the Acceptance by Vegan NSW of a deposit for the Booking in which event the Acceptance will be deemed Communicated without any further steps being required.

"Allocated Space" means the designated area at the Sydney Vegan Market where the Stall Holder will be permitted to display their promotional materials and engage with visitors to the Sydney Vegan Market.

"Booking" means a Booking placed by the Stall Holder for participation as a Vendor at the Sydney Vegan Market.

"Booking Form" means the document duly completed and signed by the Stall Holder and Communicated to Vegan NSW in respect of their participation as a vendor at an Sydney Vegan Market containing:

- (a) the Booking type;
- (b) the Price paid;
- (c) any additional information required (e.g. insurance information); and
- (b) the Stall Holder's full details.

"Communicates" means all tenses of the verb and any act of communication and includes written communications and electronic communications but does not include oral communications unless confirmed in writing electronically.

"Contract" means this contract for booking a space as a vendor at the Sydney Vegan Market.

"GST" means Goods and Services Tax.

“GST Act” means A New Tax System (Goods & Services Tax) Act 1999 (Cth).

“Intellectual Property” means all copyright in all designs, plans and drawings of the Products, all Designs whether registered or unregistered, all trademarks and logos whether registered or unregistered, all patents granted and patents pending and all knowhow and information pertaining to the manufacture of the Products.

“Parties” means Vegan NSW and the Stall Holder.

“Person” means any individual, company or entity not being a Party and not being an employee of a Party.

“Price” means the fee chargeable for the Booking exclusive of GST as set out in the Schedule.

“Tax Invoice” means a tax invoice that complies with the GST Act.

“Sydney Vegan Market” means the monthly vegan market for which the Stall Holder has made a Booking.

“Venue” means the property at which the Sydney Vegan Market will be held, including the entit(ies) that own/operate it.

- 1 Price
- 2 Vegan NSW agrees to reserve and the Stall Holder agrees to book the space at a Sydney Vegan Market in any given month by the Stall Holder for the Price.
- 3 100% the total Price is payable within 7 days of Booking, in order to secure your spot at the Sydney Vegan Market.
- 4 If this sum is not received by Vegan NSW before the due date, your Booking may be cancelled.
- 5 No refunds will be given on a Booking less than seven (7) days before the date of the Sydney Vegan Market shown on the Booking.
- 6 Vegan NSW will render a Tax Invoice to the Stall Holder at the time of Booking. This may be emailed to the Stall Holder at the Stall Holder’s place of business. The Stall Holder must provide Vegan NSW with its ABN number at the time the Stall Holder places its Booking.
- 7 Setup of your stall at the Sydney Vegan Market
- 8 Stall locations are at the discretion of Vegan NSW and Allocated Spaces are subject to change.
- 9 Unless agreed upon beforehand in writing, a Stall Holder may not:
  - (a) Conduct any cross promotion activities, unless the business being cross promoted is also a Stall Holder at the same Sydney Vegan Market;
  - (b) Assign or sublet the space to any other business, company or person than that stated on the Booking Form.
- 10 No deliveries or set up will be permitted prior to the time advised by Vegan NSW. Stall Holders will be advised by Vegan NSW of Setup (“Bump In”) in the week prior to each Sydney Vegan Market.
- 11 Stall Holders must comply with the [Bump In Policy](#). Any items left at the Venue outside of the times set out in the Bump In policy are left at the Stall Holder’s risk. If Vegan NSW incurs any costs in removing items left at the venue, those costs will be charged to the Stall Holder. Vegan NSW reserves the right to dispose of items left at the venue outside of the bump in/out times, without notice to the Stall Holder.
- 12 Stall Holders exhibit at their own risk. Vegan NSW accepts no liability for loss or damage caused by any means, (including but not limited to theft, fire, water or storms) to the property of the Stall Holder.
- 13 Stall Holders may not permit any part of their display to extend outside the boundary of the Allocated Space.

- 21 Discounts
- 22 A discount of 10% will be offered to Stall Holders who book and pay for three (3) consecutive Sydney Vegan Markets in advance. The discounted price payable is set out in the Price Schedule.
- 23 If a refund is requested and granted for unused months, the discount will be withdrawn and the full price for each past Sydney Vegan Market will be payable before applying the balance of monies paid to be refunded.
- 24 Obligations of Stall Holders
- 25 The Stall Holder warrants that it is a 100% vegan business, and all products sold by it are vegan, meaning that the Stall Holder's business, products and services exclude, as far as is possible and practicable, all forms of exploitation of, and cruelty to, animals for food, clothing or any other purpose.
- 26 The Stall Holder is responsible for compliance with the [Food Management Policy](#) and the Bump In/Out Policy.
- 27 All Stalls must be manned at all times throughout the day of the Sydney Vegan Market. All staff must remain within the confines of the Allocated Space whilst engaging in any sales, marketing or promotion activities relating to participation in the Sydney Vegan Market
- 28 Stall Holders may not tamper with the walls, floors, ceilings or any part of the Venue. Stall Holders will be held liable for any damage caused.
- 29 The Stall Holder must clear out and clean their Allocated Space during the time advised by Vegan NSW for set down ('Bump Out Time'). Stall Holders will be notified of Bump Out Time by email in the week prior to the Sydney Vegan Market.
- 30 If any cleaning or rubbish removal is required to be performed as a result of a Stall Holder failing to properly clean and clear out their Allocated Space at the end of Bump Out Time, the Stall Holder will be responsible for the cost of such cleaning and rubbish removal.
- 31 Insurance
- 32 All Stall Holders must hold current public liability insurance for a minimum of \$20,000,000 coverage.
- 33 A certificate of currency showing proof of insurance must be submitted with the Booking Form.
- 34 Facilities at the Event
- 35 Contractual obligations with the operator of the Venue preclude Stall Holders from using any external audio visual and/or electrical supplier for the purpose of setting up a stall with those features.
- 36 If you require any electrical or audio visual work performed to prepare your stall for the Sydney Vegan Market, you must inform Vegan NSW as soon as practicable after your booking so that arrangements may be made with the authorised supplier. This may incur separate charges and you will be invoiced directly for this.
- 37 Vegan NSW makes no guarantee that audio visual or electrical installations can be installed if less than 2 weeks' notice is given of your requirements.
- 38 Warranties
- 39 Vegan NSW makes no warranty or representation that participation in the Sydney Vegan Market will result in increased sales for the Stall Holder, or any particular result.
- 40 Subject to the express terms of this Contract and to any statute or regulations (State or Federal) which cannot be excluded contractually, the Parties expressly agree that:
- (a) Vegan NSW does not accept any liability whatsoever in respect of any loss or damage (including injury, death, loss of profits or repudiation, economic loss and consequential loss or other damage) however

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- (a) caused (including Vegan NSW's negligence) which may be suffered or incurred or which may arise either directly or indirectly in respect of any participation in the Sydney Vegan Market;
- (b) all Warranties implied by any Statute that can be excluded are hereby expressly excluded.
- 41 Where any Person suffers loss, damage or injury (including personal injury) as a direct or indirect result of a direct or indirect result of any breach of these Terms, then the Stall Holder hereby indemnifies Vegan NSW against any liability (including costs) of Vegan NSW to that Person.
- 42 Limitation of Liability
- 43 Subject to the express terms of this Contract and to any statute or regulations (State or Federal) which cannot be excluded contractually, the Parties expressly agree that:
- (a) Vegan NSW does not accept any liability whatsoever in respect of any loss or damage (including injury, death, loss of profits or repudiation, economic loss and consequential loss or other damage) however caused (including Vegan NSW's negligence) which may be suffered or incurred or which may arise either directly or indirectly in respect of any use of the Products;
- (b) all Warranties implied by any Statute that can be excluded are hereby expressly excluded.
- 44 Where any Person suffers loss, damage or injury (including personal injury) as a direct or indirect result of any failure referred to in Clause 10 above then the Stall Holder hereby indemnifies Vegan NSW against any liability (including costs) of Vegan NSW to that Person.
- 45 Ownership of Intellectual Property
- 46 Unless otherwise agreed in writing:
- (a) Nothing in the Contract between the Parties gives the Stall Holder any interest or right to use the intellectual property of Vegan NSW, including but not limited to its trademarks and copyright in promotional materials, which the Stall Holder acknowledges is exclusively owned by Vegan NSW.
- (b) All images and footage taken by Vegan NSW or its representatives at the Sydney Vegan Market remains the copyright of Vegan NSW.
- 47 Force Majeure
- 48 Vegan NSW accepts no liability for any cancellations, postponement or abandonment of the Sydney Vegan Market for any reason which is out of the control of Vegan NSW, including but not limited to lock out, explosion, fire, civil disturbance, accident or by reasons the Venue becomes unavailable for part or all of the Sydney Vegan Market. Any loss or damage incurred by the Stall Holder due to such circumstances is at the Stall Holder's own risk.
- 49 Waiver
- 50 No failure or delay by Vegan NSW in exercising any right, power or privilege under these Terms will impair the same or operate as a waiver of the same nor shall any single or partial exercise of any right, power or privilege preclude any further exercise of the same or the exercise of any other right, power or privilege.
- 51 The rights and remedies provided in these Terms are cumulative and not exclusive of any rights and remedies provided by law.
- 52 Agency, partnership etc
- 53 These Terms will not constitute or imply any partnership, joint venture, agency, fiduciary relationship or other relationship between you and Vegan NSW other than the contractual relationship expressly provided for in these Terms.
- 54



- 54 Neither Party shall have, nor represent that it has, any authority to make any commitments on the other Party's behalf.
- 55 Notice
- 56 Any notice required to be served must be in writing and may be served personally or by email addressed to the recipient. A notice served by pre-paid post shall be deemed served two days after posting (whether received or not) to the recipient's registered office or place of business.
- 57 A notice served by email must be addressed to the Party concerned at its email address and shall be deemed received the day after sending. An email shall be conclusive evidence of it having been sent and served.
- 58 Governing Law
- 59 This Contract shall be governed by and construed and interpreted in accordance with the laws of the New South Wales.
- 60 Any dispute will be subject to the exclusive jurisdiction of the Courts of New South Wales.
- 61 Interpretation
- 62 Where words importing the singular number or the plural number are used they include the plural number and singular number respectively and where words are used importing the neuter, female or masculine gender they include if applicable the masculine, feminine or neuter gender respectively.
- 63 Any reference to Vegan NSW or the Stall Holder includes their respective lawful successors and assigns.
- 64 The reference to any statute, by-law, code of conduct or standard is a reference to any and all applicable amendments, variations or replacements thereof.
- 65 Disputes
- 66 The Stall Holder agrees and acknowledges that Vegan NSW reserves the right to remain the sole judge of all decisions relating to any infringement of these Terms.
- 67 Whole Agreement
- 68 The content of the documents in Clause 2.1 constitute the whole of the terms of this Contract. Except to the extent the law provides as mandatory requirement a term to be implied, no term is to be implied into this Contract.
- 69 All prior representations, undertakings and statements made by either Party to the other and not expressly included in this Contract are hereby expressly excluded from this Contract and each Party expressly hereby states that it has not relied in any way on such prior representations, undertakings or statements in deciding to enter into this Contract
- 70 Severance
- 71 If any provision of these Terms is prohibited by law or judged by a court to be unlawful, void or unenforceable, the provision shall, to the extent required, be severed from these Terms and rendered ineffective as far as possible without modifying the remaining provisions of these Terms, and shall not in any way affect any other circumstances of or the validity or enforcement of these Terms.

modifying the remaining provisions of these Terms, and shall not in any way affect any other circumstances of or the validity or enforcement of these Terms.



**PRICING SCHEDULE**

	<b>Booking Type</b>	<b>Month to Month</b>	<b>Discounted price for 3 consecutive months paid up front</b>
Standard Stall Price	Fresh Food	\$260 per Market Event	\$702 total for 3 consecutive months
	Pre-Prepared/Packaged Food	\$220 per Market Event	\$594 total for 3 consecutive months
	Non Food	\$180 per Market Event	\$486 total for 3 consecutive months
	Not for Profit	\$70 per Market Event	\$189 total for 3 consecutive months
Sponsorship Stall Price	<b>Cockatoo</b> Includes: <ul style="list-style-type: none"> <li>• A kick ass stall location on market day (limited number available)</li> </ul> AND <ul style="list-style-type: none"> <li>• Newsletter, social media and website features</li> </ul>	\$200 extra per Market Event	\$540 total for 3 consecutive months
	<b>Kookaburra</b> <ul style="list-style-type: none"> <li>• A kick ass stall location on market day (limited number available) or</li> <li>• Newsletter, social media and website features</li> </ul>	\$100 per Market Event	\$270 total for 3 consecutive months