

# ROZELLE COLLECTORS MARKET

## STALLHOLDER INFORMATION

This Stallholder Information below should be read in conjunction with our standard Market Regulations. If there is any inconsistency between these two documents, then the Stallholder Information will prevail.

### KEY INFORMATION

#### Location

Rozelle Public School, 663 Darling Street Balmain

#### Trading Days & Hours

Open every Saturday & Sunday.

Trading from 9 am – 3 pm

#### Stall Fees

Stalls are \$70.00 each (incl. GST). This Fee includes public liability insurance cover.

If you have your OWN public liability insurance cover you get a \$10.00 discount (so it's \$60.00)

Not for Profit Organisations: No charge

#### Table Hire:

\$6.00 (incl. GST) – Table Size: 1.83 m X 90 c m (6' X 3'3")

#### Marquee Hire

\$15.00 (incl. GST) – 2.4 m X 2.4 m

\$20.00 (incl. GST) – 3.0 m X 3.0 m

#### Stall Sizes

Stall sizes may vary slightly but are generally 3.0m X 3.0 m

#### What can I sell at the Markets?

The Rozelle Collectors Market is predominantly a market which offers antiques, collectables, vintage, retro items and second hand goods. The product range on offer includes other items in very limited quantities such as crafts, handmade items, jewellery, bric-a-brac, art, photography, furniture, salvaged items, food, records, CDs, DVDs, vintage clothing and re-claimed or re-purposed articles.

#### What if I want to have a 'garage sale' at the Market?

We welcome you to come down the market and sell stuff you no longer need or want. Clear out your cupboard or your garage and enjoy a day in the sun mixing it with the locals.

### HOW TO APPLY FOR THE MARKET

Go to [www.rozellecollectorsmarket.com.au](http://www.rozellecollectorsmarket.com.au), go to the [Stallholder Info Section](#) and [Apply Online](#). Once you are approved to trade as a stallholder you may make book a stall, subject to availability.

#### If you cannot Apply Online

If you cannot Apply Online, call us on 9315 7011 or email on [office@rozellecollectors.com.au](mailto:office@rozellecollectors.com.au) and we will assist in getting you approved to trade.

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### HOW TO BOOK A STALL SPACE

#### How do I book a stall as a Casual?

Once you are approved to trade at the Market you can book as follows:

You have 4 options:

1. Call us on 9315 7011
2. Email us at [office@rozellecollectors.com.au](mailto:office@rozellecollectors.com.au)
3. Re-book at the Market. See our Manager and ask to be put on the Bookings List
4. Book via our Online System.

Information on how to book online will be provided to you when you are approved to trade.

#### Once I am booked, how do I know where my stall will be?

If you are a booked and pre-paid as a Casual, we will pre-allocate you a spot and post it on our Website on the Friday by 5pm before Market Day.

Check out your Stall Allocation Online and then refer to the Map to locate your spot.

If you cannot access the website, just turn up at 8.00 am and our staff will show you where to go.

Please note that, as a Casual, there are no refunds nor transfers under any circumstances (including if the Market does not go ahead because of extreme weather).

#### Attending the Market as a Standby

If you are unsure as to whether you can attend the Market on a particular day, you can turn up on a Standby basis. To be admitted as a Standby you must have been pre-approved as a Stallholder on our online system before Market Day.

As a Standby, you need to turn up at 8.30am and are met by the Manager at the bottom of the stairs at the back of the school building. Standbys are allocated spots that are available from 'no shows'.

Whilst we cannot absolutely guarantee a spot, there is a very good chance you will get one because we always have 'no-shows'.

Standby Stallholders pay their stall fee on the day.

### HOW TO PAY FOR A STALL OR HIRE EQUIPMENT

You have two options:

1. You may book and PAY ONLINE via our Online System, or
2. You may book by phone or via email (see above) and pre-pay at the Market.

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### WHAT IF IT'S BAD WEATHER ON THE DAY

The Market is conducted in the open air and will operate in varying weather conditions including wet and windy weather. It is the responsibility of the Stallholder to bring their own covers and weights to hold down equipment and protect their stall and products in adverse weather conditions. The Market will NOT be cancelled in the event of wet weather but we may cancel in extreme weather conditions. The Market is not cancelled ahead of time. Stallholders are solely responsible to make a decision as to whether they will trade in bad weather conditions.

**If you are a Regular Stallholder.** We expect you to attend each week and your stall space will be held for you until 8.30am. If you decide not to set up, a \$10.00 cancellation fee will be payable. If you have pre-paid online, the balance will be credited to another day.

**If you are a Casual stallholder.** In the case of inclement weather and you elect not to trade, please make sure you re-book if you would like to trade the following week. Bookings are NOT automatically transferred. Prepaid stalls are non-refundable.

#### **What happens if the weather starts good and deteriorates during the day?**

Please note that no refunds are issued to any Stallholder who trades and the weather deteriorates during the day.

### SETTING UP YOUR STALL

#### **For your Set Up times:**

1. Check out the spot that has been allocated to you at our Website any time after Friday 5pm.
2. Refer to the Markets Map and see whether you have a Perimeter Stall or a Central Location.

#### **Where & When to Set Up**

##### For Perimeter Stalls

If you are allocated a stall space around the perimeter of the Market (indicated as a yellow space on the Map):

Arrive between 7.00 am – 7.45

Unload your vehicle next to your stall

Remove your Vehicle **STRICTLY by 8.00 am.**

##### For Stalls in a Central Location – YOU CANNOT DRIVE INTO THE MARKET

If you are allocated a stall space in a central location of the Market (indicated as a green space on the Map):

Arrive between 8.05 am – 8.30 am

Unload your vehicle from a parking bay or unloading bay within the School

#### **Be at your Stall by 8.30 am**

All Stallholders must make sure that their stall space is occupied with stock by 8.30 am otherwise it may be allocated to a Standby stallholder.

#### **Be ready to trade by 9.00 am**

Trading starts from 9.00 am so make sure you're ready for the customers by then.

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### WHERE DO I PARK MY CAR?

For Regular Stallholders with a RED PASS you may park in CAR PARK A (shown on the Map)  
For Regular Stallholders with a BLUE PASS you may park in CAR PARK B (shown on the Map)

**For Casual Stallholders, you may park in CAR PARK C (indicated on the Map). A WHITE PASS will be handed to you on arrival at the Market.**

**Stack Parking:** All cars parked in the School grounds are stack parked and cannot leave the grounds until the end of our trading hours.

### CAR PARK C – VEHICLE SHUTTLE ARRANGEMENTS

#### LOCATION:

Car Park C is located about 850 metres from the Market at Sydney Secondary College – Balmain Campus. It takes about 3 minutes to get there from the Market and about 1 minute to return.

**Market Pick Up / Drop Off Location:** Merton Street Gate

**Car Park C Pick Up / Drop Off Location:** Entry Gate at Bayville Street, Balmain

#### TIMES:

A Shuttle Car will operate between Car Park C and the Market as follows:

Mornings: Between 6.30 and 9.00 am

Afternoons: Between 2.30 and 4.00 pm.

#### CAR PASSES

A Car Pass must be displayed on the dashboard at all times when you are parked at the Market or in a car park.

Please write your stall and phone number on your Pass and place it on the dashboard.

### STALLHOLDER INSURANCE

#### If you HAVE public liability insurance cover:

Your Stall Fee is discounted by \$10.00. Please bring a copy of your public liability insurance certificate and show it to the staff when you are being allocated a stall. As a Casual Stallholder, you need to bring the certificate with you each week. Remember: No Paperwork, no Discount!

#### If you DO NOT have your own cover:

You will be covered by the Market's Public & Product Liability Insurance Policy ("the Policy"). The Policy provides \$20,000,000.00 cover with a \$5,000.00 excess for each claim.

Policy Exclusions. The Policy excludes products liability cover for all second hand electrical goods and toys, cosmetics and beauty products, medicines, potions, oils, fragrances and soaps, massage services, manipulation of muscle or similar.

#### You MUST have your own public & products liability cover if you sell certain items:

Please note it is a strict requirement that Stallholders must have in place a public and product liability policy with a minimum of \$10 Million cover in the Stallholder's Name if the Stallholder offers for sale any of these products:

- Cosmetics and Beauty Products
- Medicines, potions, Oils, Fragrances and Soaps
- Massage Services, manipulation of muscle or similar

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### **OTHER IMPORTANT OPERATIONAL ITEMS**

#### **Access to Power**

Power is not available to general stalls but a power point is made available to stallholders who need to demonstrate the working order of goods being sold. Our Manager will show you where it is.

#### **Rubbish & Waste**

All rubbish, waste and packaging must be taken away with the stallholder. Bins provided do NOT cater for stallholder rubbish. The stall site must be left in the condition it was found.

#### **What equipment should I bring?**

Chairs, display equipment, table covers & tent (with weights)

#### **What does it mean to be a Regular Stallholder and how do I become a Regular Stallholder?**

If you are a Regular Stallholder you do not need to book each week. A fixed stall space is held for you unless you cancel beforehand. Your Regular Stall will be held for you until 8.30 am on Market Day. After this time, the spot may be given away to Casuals or Standbys.

A Regular Stallholder has the advantage of a fixed regular position, so customers can get to know where to find you and you can then build your repeat customer base. Regular Spots are generally the best locations in the Market and most of these spots allow stallholder to drive their vehicles up to their stalls to unload.

Please note that paying a Stall Fee or becoming a Regular Stallholder does create any form of legal or equitable tenancy, or imply any future legal right/s or license.

If you wish to become a Regular Stallholder, please speak to the Manager. We will review your stall offer and consider whether it may be included in the mix of stalls and stallholders who are already Regulars.

#### **The 4 Week Rule – 4 weeks off then a \$10.00 cancellation fee applies**

Regulars are expected to attend each week. Regulars may have four times off per year at no charge due to any reason including holidays, sickness, bad weather etc. After that a Cancellation Fee of \$10 is charged for non-attendance each day.