

# 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 Rozelle Collectors Market Stallholder Information will prevail.

### KEY INFORMATION

#### Location

Rozelle Public School, 663 Darling Street Rozelle NSW 2039

#### Trading Days & Hours

Saturdays - Trading from 9 am – 3 pm

#### STALL FEES

General Stall (3X3m):	\$89.00 (incl. GST)
General Food Stall (3X3m):	\$110.00 (incl. GST)
Hot Food Stall (3X3m):	\$135.00 (incl. GST)
One –Off ‘Garage Sale’	\$79.00 (incl. GST)
Larger Stall sizes:	Refer to Manager

#### POWER

10 amp point	\$12 per point
15 amp point	\$17 per point

#### EQUIPMENT:

<b>Table Hire:</b>	\$12.00 (incl. GST)
<b>Marquee Hire:</b>	\$22.00 (incl. GST) – 3.0 m X 3.0 m
	\$17.00 (incl. GST) – 2.4 m X 2.4 m <b>Stall</b>

#### Sizes

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

#### What can you sell at the Market?

The Rozelle Collectors Market is predominantly a market which offers antiques, collectables, vintage, retro items and secondhand 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 can't you sell at the Market?

Detailed below are items we are NOT permitted to sell at the Markets:

*Health/Cosmetics/Medicines/Alcohol/ Amusements, Electrical Goods/Tools, Massage/Therapy, Hazardous and Dangerous Goods, Ammunition, Automobile Parts, Bicycles, Child Restraint Devices, Christmas Tree lights, Firearms, Children's Furniture, Sporting goods or athletic equipment, Protective equipment, Ride on Toys i.e. Skateboards, roller skates, roller blades, water amusement equipment, Projectile toys, E cigarettes,*

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## MARKET

### STALLHOLDER INSURANCE

**Regular and Regular Casual Stallholders MUST have their own cover.**

If you are a 'Regular Stallholder' or a 'Regular Casual Stallholder' as described below, you MUST have in place a public and product liability policy with a minimum of \$10,000,000 cover for each insurable event in the Stallholder's name with the Manager's interest noted on the policy.

A copy of the Insurance Certificate of Currency must be supplied to the Manager before you may trade at the Market. It is the responsibility of the stallholder to ensure that the insurance is renewed and remains current for the term that the stallholder undertakes trading activity at the Market.

#### **Casual Stallholders**

If you are a 'Casual Stallholder', it is also preferable that you have your own insurance cover.

If you do NOT have stallholder insurance cover, you may attend the Market and the Market Public and Product Liability Insurance cover will extend its cover to you, subject to this policy's various exclusions.

Your stall fee will be increased by \$10.00 if you do not have your own cover.

A copy of the terms of this insurance policy is available on written request by the Stallholder to the Manager.

Please either email the policy certificate to our office or bring a copy of your public liability insurance certificate and show it to the staff when you are being allocated a stall.

#### **What is a Regular Stallholder?**

If you are a Regular Stallholder, you do NOT need to book each week. A fixed stall location 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.

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. If you wish to become a Regular Stallholder, please speak to the Manager.

#### **What is a Casual Stallholder?**

A Casual Stallholder must book and pay for a stall prior to attending the Market. You will be allocated a spot in the Market after you have pre-paid your stall fee online.

#### **What is a Regular Casual Stallholder?**

A Casual Stallholder is classified as a Regular Casual Stallholder after you have attended the Market 6 times in the current calendar year. After 6 attendances, you will be classified as a Regular Casual and must obtain your own stallholder public and products liability insurance.

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## HOW TO GET A SPOT AT THE MARKET

### 1. You must Apply Online\*

- Go to [www.rozellecollectorsmarket.com.au](http://www.rozellecollectorsmarket.com.au), go to the [Stallholder Info Section](#) & [Apply Online](#).
- We usually process applications within 48 hours after you apply. Sometimes much quicker.
- \*Please note you only need to fill out the Online Application once. Once your Application has been approved, you are a registered stallholder and can then book a stall for any date, subject to availability.

### 2. Once Approved, you need to do the following to get a casual spot

#### **For a pre-allocated spot at the Market, you must book & pay online**

- Our Approval Email provides detailed instruction on how to book and pay online.
- You may enter the Market straight away and set up your stall.

#### **WHAT IF I JUST TURN UP AT THE MARKET AS A STANDBY?**

- Park your car outside the Market, pay your stall fee at the Manager's Desk and confirm your spot at the Market.
- The Manager's Desk is located in the Market beside our Equipment Shed.
- Note you cannot bring your car into the Market area of car park until you have pre-paid your stall fee
- Cash payments are NOT accepted. Pay by Card only.

#### **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.

#### **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.

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### STALL CANCELLATION POLICY

#### Cancel by 5.00 pm Monday – NO Charge

If you cancel by **Monday 5.00 pm prior to Market Day**, you will NOT be charged for that coming weekend.

Please note that you MUST cancel in writing by sending an email to [office@rozellecollectors.com.au](mailto:office@rozellecollectors.com.au)

#### Regular Stallholders with pre-assigned spots – 50% Charge

If you cancel after Monday 5pm or do not attend the Market for any reason whatsoever then you will be charged 50% of your stall fee and therefore will receive a 50% credit the following week.

So, if it rains and you do not attend the Market you will be charged 50% of your regular stall fee.

#### Saturday Market

Stall Fees will be debited from your account on the **Thursday prior** to Market Day.

#### Regular Casuals and Casuals – 50% Charge

Stallholders who have pre-paid and subsequently cancel or do not attend for any reason whatsoever will receive a 50% credit for the following week.

#### Standby Stallholders

You have the no-risk option to simply turn up on the day, pay for your stall fee and then be allocated an available spot.

### SETTING UP YOUR STALL

#### 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 the **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 8.00 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

Please make sure you're ready trade by 9.00 am.

# ROZELLE COLLECTORS

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## M A R K E T

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### **WHERE DO I PARK MY CAR?**

Parking is available at the rear of the School. Entry from Wellington Street.

#### **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 PASSES**

A Car Pass will be provided to you on arrival

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

This Pass must be displayed at all times when you are parked at the Market

### **OTHER IMPORTANT OPERATIONAL ITEMS**

#### **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)