



## STALLHOLDER INFORMATION FOR THE FRIDAY MARKET

This Stallholder Information below should be read in conjunction with and forms part of the Market Regulations. The Manager may amend this Stallholder Information from time to time by posting a notice of a change on the Website.

### KEY INFORMATION

<b>Location</b>	Crown Street Mall Wollongong NSW 2500		
<b>Trading Days &amp; Hours</b>	Open every Friday Trading from 8am – 3pm		
<b>Set Up / Pack Up Times</b>	Bump-in Times: 6am – 8am    Vehicles must be off-site by 8am Bump-out Times: 3pm – 5pm    Vehicles must be off-site by 5pm		
<b>Casual Stall Fees</b>	General Stall	3.0 m X 3.0 m	\$80.00 (incl. GST)
	Food Stall	3.0 m X 3.0 m	\$120.00 (incl. GST)
	Fruit & Veg	Various	Price on Application
	Not for Profit Organisations		No Charge
<b>Power</b>	\$10.00 per point High power users will be quoted special rates on application		

### How do I apply for a stall?

Go to [www.crownstmarkets.com.au](http://www.crownstmarkets.com.au) and [Apply Online](#)

Once you are approved to trade as a stallholder you may make book a stall, subject to availability.



## GENERAL CONDITIONS

### Bad Weather Policy

The Market is conducted in the open air and will operate in varying weather conditions including wet weather. It is the responsibility of the Stallholder to bring their own covers, weights to hold down equipment and other equipment for the purpose of protection in adverse weather conditions. The Market will NOT be cancelled in the event of general wet weather but may be cancelled in the event of extreme weather. Please note that no credits or refunds are issued in the case of a wet weather day so you need to consider this when making a booking and payment for a Stall. Stall fees may be transferred or refunded on an extreme weather day

### Cancellation Policy for Regular Stallholders

Stall fees for Regulars may be cancelled or credited if you cancel your stall booking by the **Monday 5.00 pm** prior to Market Day. If you cancel after this time, your stall fee will still be payable. An early cancellation provides time for a Casual to be contacted and booked in to the Market. A late cancellation makes this process much more difficult.

To cancel a stall you must send an email to [office@crownstmarkets.com.au](mailto:office@crownstmarkets.com.au)

### Electrical Equipment

All electrical equipment used at the stall must have a current test and tag by a qualified electrician and should be recorded on each piece of equipment.

### Equipment for Stall

Stallholders must bring their own chairs, display equipment, table covers & tent (with weights)

### Parking

Visit the Wollongong CBD website for the most up to date information on parking in the City Centre:

<https://wollongongcbd.com.au/cbd-info/getting-here-around/#getting-here-parking>



## **Products you can sell?**

The Market seeks to encourage local fashion designers, craftspeople, jewellery makers and artists, and aims to present stalls with creative fashion and accessories, candles and pictures that inspire. You can sell arts, crafts, handmade items, clothing, accessories, jewellery, bric-a-brac, art, photography, furniture, salvaged items, food, records, CDs, DVDs, vintage clothing and re-claimed or re-purposed articles... the list goes on.

The Market also presents fresh food and produce and offers locals the opportunity to buy curated produce and gourmet delicacies, including seasonal fruit and vegetables, artisanal bread and cheese, sustainably sourced meats & seafood.

## **Products that you cannot sell at the Market**

Detailed below are items that you are NOT permitted to sell at the Market:

*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 ie Skateboards, roller skates roller blades, water amusement equipment, Projectile toys, E cigarettes,*

## **Stallholder Public & Product Liability Insurance**

**All Stallholders must have their own public & product liability insurance with a minimum of \$10 Million cover in the Stallholder's Name.**

A copy of the Insurance Certificate of Currency must be supplied to the Manager before a Stallholder 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 sells products at the Market.

## **Regular Stallholder: How do I become 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 7.30 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.

A Regular Stallholder pays a discounted daily stall fee.



### **Rubbish & Waste**

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

### **Signage**

Please note that A-frames are not permitted on Crown Street Mall

### **Smoking**

The Crown Street Mall is a smoke free zone.

### **Stall location: What spot will I get at the Market?**

If you have paid your stall fee as a Casual Stallholder, your stall location will be advised on your arrival on Friday

## **SPECIAL CONDITIONS FOR FOOD STALLS**

### **Food Businesses**

All stallholders must have the relevant food permits to operate and adhere to any requirements under these permits. For more information, please visit Council's website:

<https://www.wollongong.nsw.gov.au/business-in-wollongong/business-permits-and-regulations/food-businesses>

### **Councils Guidelines for Food Handling at Temporary Events:**

[https://www.wollongong.nsw.gov.au/\\_data/assets/pdf\\_file/0017/4229/Guidelines-for-Food-Handling-at-Temporary-Events.pdf](https://www.wollongong.nsw.gov.au/_data/assets/pdf_file/0017/4229/Guidelines-for-Food-Handling-at-Temporary-Events.pdf)

### **Floor Coverings – bring a tarp & a mat to wipe your feet!**

Stallholders that are preparing food are required to place a protective heavy-duty tarpaulin under the entire stall area to protect the pavers from food and oil staining. Stallholders must also have a mat for staff to wipe their feet so that any stains (including oil stains) are not carried throughout the area. The pavers are granite and very porous, so very difficult to clean. Stallholders that leave oil stains in or around their stall area will be required to pay for cleaning costs.