



STALL HOLDER INFORMATION PACK

**For the
Swan Hill Region
Produce & Designer Market**

**Please read carefully
Important information included**

**Sunday 13th March 2016
9am – 1pm**

Car park area behind Spoons Restaurant
(adjacent to the Swan Hill Regional Art Gallery/Pioneer
Settlement)

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**Thank you for accepting our invitation to participate in the
Swan Hill Region Produce & Designer Market.**

**Please advise us if there is anything we can do to ensure this
event is successful for you.**

FURTHER INFORMATION:

Should you require further information please contact Market Co-ordinator,
Katrina Lawry
Phone: 5032 2933 (B/H)
Mobile: 0409 387 787 (M)
Email: Katrina@altusemp.com.au

VENUE

Swan Hill Art Gallery Car Park, Horseshoe Bend, Swan Hill
Car park area behind Spoons Riverside and in front of Pioneer Settlement Lodges

DATE & TIME

Sunday 13th March 2016

8.00am-8.45am	Stall holders can move in and set up - vehicles can drive into area at 5 km p/h and may park behind allocated stall site
8.45am	All vehicles must be parked and will not be able to be moved until public access closes at 1.00pm
9.00am - 1.00pm	Produce & Designer Market OPEN TO PUBLIC
1.00pm	Stallholders commence packing up

COSTS

The cost of your site will be \$30. A tax invoice will be provided if requested. A representative from Swan Hill Sunrise Rotary Club will collect outstanding site fees from stall holders during the market.

WHAT IS INCLUDED ON YOUR SITE

Trestle tables can be provided for those stall holders who have indicated they require one at a **cost of \$2.00** per trestle as the Swan Hill Rotary Club is now charging us for hire of their trestles.

Access to power will be provided for those stall holders who have indicated they require electricity. It is the stall holder's responsibility to supply sufficient extension leads to access the available power outlets.

Please note - all power extension leads in use must display a current electrical safety test tag.

WHAT YOU NEED TO BRING

- Something to display your goods on, unless a trestle table was requested.
- Chairs to sit on behind stall
- Bags to place customers purchases in
- Power leads (if you indicated you required electricity and **must have current Test Tag**).
- Cash float & change
- Please be aware stalls have been located in shade where possible. However you are advised to bring portable shelter if possible to protect yourself and your products from the elements.

SETTING UP YOUR STALL

Your site will be clearly marked out. Due to OH&S obligations, it is required that all goods are displayed within your site boundaries. Be aware that the grounds may be uneven in places, and therefore you might be required to make some slight adjustments to obtain a stable display table.

All electrical cords must run from the back of your stall and not be within the public thoroughfare, reducing trip hazards.

It will be your responsibility to remove any excess rubbish from your site at the end of the market.

ADVERTISING MATERIALS

If you have any advertising materials, flyers, posters, business cards etc you are more than welcome to display these on your site at the market. You, the stall holder, will be responsible for putting up and taking down any advertising material.

Random announcements will be made over a public address system, about the different stalls participating at the market. Please prepare a short announcement for this purpose to advertise your products, and hand it to the event co-ordinator as you arrive. If you would like to donate a prize showcasing your stall wares for the "Gate Raffle" that would be greatly appreciated and will allow us to highlight your stall even more.

PROMOTION

We encourage all stall holders to promote the market at every opportunity. Posters have been printed and are displayed in businesses throughout the CBD. Please tell your customers, friends etc. about the market. Should you require our printed flyers/brochures for display and distribution prior to the market please indicate how many you require and arrange for pick-up/delivery.

Our Facebook and Web page will display information/photos of stalls who register for the Market. Please advise us of any particular information you would like us to promote for you. We will also require your consent to advertise your stall, so please complete the “Market Promotion Form”.

INSURANCE & LIABILITY

A copy of your certificate of currency for insurance will need to be provided prior to the event. This can be posted to the market co-ordinator, Katrina Lawry, PO Box 160, Swan Hill, Vic, 3585, or handed to her as you arrive at the market.

ALL STALL HOLDERS MUST HAVE PUBLIC LIABILITY INSURANCE, or you will not be able to participate in the Market.

You can purchase insurance cover from Swan Hill Sunrise Rotary Club for a minimal charge of \$7.00, but this MUST be arranged prior to the market.

The Organiser, Swan Hill Sunrise Rotary Club shall not be responsible for any loss, damage or injury that may occur to the stall holder, stall holders employees (public or other) or property, from any cause whatsoever prior, during and subsequent to the period covered by the Produce & Designer Market. The stall holder, on agreeing to participate in the Produce & Designer Market, expressly releases the Organiser Swan Hill Sunrise Rotary Club, from, and agrees to indemnify same against any and all claims for such direct and indirect loss, damage or injury.

Stall holders shall indemnify and hold harmless The Organiser, Swan Hill Sunrise Rotary Club, from all liability (damage or accident) which might ensue from any cause resulting from or connected with the transportation, placing, removal or display of exhibits.

It is strongly advised that each stall holder seek to cover their equipment, exhibits and display material with adequate insurance at the stall holder’s own expense.

FOOD HANDLING

It is a requirement that all participants who are selling foodstuffs Must have a current registration/notification under the Food Act 1984. Food vendors must also lodge a Statement of Trade to Swan Hill Rural City Council via Streatrader (<https://streatrader.health.vic.gov.au>). A pre-filled event will be listed as “Sunrise Rotary Produce & Design Market” on Streatrader. For assistance you may contact Environmental Health Officer at Council’s Public Health Services on 5036 2591.

WEATHER:

The Organisers, Rotary Club of Swan Hill Sunrise shall not be responsible for any loss, damage or injury that may occur due to bad weather on the day of Sunday 13th March 2016.

Stall holders are advised to bring portable shelter if possible to protect yourself and your products from the elements. The event organisers reserve the right to re-allocate site locations in the event of unexpected weather.

ON SITE

Representatives from the Swan Hill Sunrise Rotary Club will be available during the market, at the Information tent to be located at the entrance to the markets, to assist if required.

Alternatively the event co-ordinator, Katrina Lawry, will be available on mobile phone no. 0409 387 787.

FIRST AID

A first aid checkpoint will be set up within the market environment and a number of first aid officers in attendance during the market. If first aid is required during the market, please present to the information tent at the entrance to the market. Alternatively notify either a representative from the Swan Hill Sunrise Rotary Club at the information tent, or the event co-ordinator, Katrina Lawry, on mobile 0409 387 787.