

Stallholder information

Rotary Club of Orange Community Markets

Markets conducted by the Rotary Club of Orange Inc. are held on a Sunday from 9am to 2pm. We aim to hold markets in:

- February during the Banjo Paterson Australian Poetry Festival.
- May.
- October during the Orange Wine Festival.
- Christmas

There are two Facebook pages that provide details on specific markets, they are:

- <https://www.facebook.com/EmmavilleCottage/>
- <https://www.facebook.com/Rotary-Orange-Christmas-Markets-1616366298619597/>

These markets are a fund raising activity to enable the Rotary Club of Orange to support worthy causes. Previous donations are listed at <http://www.rotarycluboforange.org.au/pages/donations.php>

Types of product eligible for sale at the markets include:

Primary produce	Plants	Food and non-alcoholic beverages
Arts and crafts	Clothing	Jewellery
Homewares	Books	Quality second-hand goods

Applications to attend market.

- The number of stalls per market is limited to 100.
- Bookings for a market will open about 3 months before the market. More applications to attend a market are normally received than can be accepted and markets are often fully booked a month or more before the market.
- Stalls are primarily allocated as applications are received.
- Stallholders who have been good supporters of the markets and complied with the community spirit of the markets will be rewarded by sending them an email notification one week before the market is promoted generally.
- The Market Committee will work to ensure that a broad range of items is available, and that the number of stalls for a particular type of product is appropriate for the anticipated market attendance.
- Stallholders who have been accepted but who decide to withdraw from a market must provide as much notification as is possible so that the site can be reallocated.

General terms and conditions

- The fee for each site in 2017 is \$40, prepayment is not requested and fees are collected on the day.
- Stallholders who decide they are unable to attend must provide as much notification as possible so that the site can be reallocated.
- Stall sites have a 4m frontage and are 9m deep. Stallholders must set up within the area they are allocated.
- The markets will be open to the public from 9am until 2pm, stallholders may enter the site to setup after 6.30am.
- All stallholders must be setup to commence trading at 9am. There must be no major transporting of materials after 8.45am or before 2pm, to protect visitors and customers from accident or injury.
- Stalls may not be disassembled until after 2pm. Stallholders who choose to finish trading earlier may pack up their stall to the extent that it is tidy.
- The Market Manager may close the Market earlier than 2pm in case of inclement weather or any incident that affects the safety of stallholders or customers.
- Vehicles and trailers may be used within the market area, and vehicles will be able to remain at most sites provided they fit within the marked stall area.

- Each stallholder is responsible for bringing all the equipment they require, such as shade (gazebo, umbrella) or tables, and leaving the stall site and communal areas clean. Most sites do not have power.
- The markets are conducted on Council land and must comply with all conditions specified in Council's User Agreement. Stallholders will be informed of any conditions that are relevant to them.
- All products must comply with Government regulations, and Council approvals must be secured where required before making any products available for sale, e.g. a permit from Orange City Council to sell food. This is the responsibility of the stallholder.

Insurance

Stallholders must have Public Liability Insurance for at least \$10 million. It is a requirement of our user agreement with Orange City Council that we retain "evidence of Public Liability Insurance" for each stallholder. Stallholders are required to provide a copy of their Certificate of Currency before the market that can be retained in our records.

If a stallholder does not have their own Public Liability Insurance, or has not provided a copy, there is an additional fee of \$6 for the stall to be covered by the arrangement Rotary has with One Underwriting. The Policy wording for this Public Liability and Product Insurance can be viewed at <https://www.stallinsure.com.au/dbweb.asp>. The coverage provided by this arrangement is only for the stallholder's activities during the market and there is a \$500 excess for claims.

Confidentiality and Privacy

All information provided to the Rotary Club of Orange will only be used in relation to planning and operation of the markets. If a third party, for example a customer, seeks information about a stallholder it will only be provided with the approval of the stallholder. Information in our database will be amended or removed if requested.

Contact details

Email: rotaryorangensw@gmail.com
Phone: 0490 263 015.