

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 plan to hold markets in:

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

The location for a market will depend on approval from Orange City Council and is subject to any conditions imposed by Council. For current information about a market visit:

<https://www.facebook.com/RotaryOrangeCommunityMarkets/>

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

The markets are alcohol free.

Applications to attend a market.

- The number of stalls at a 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. 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 good supporters of the markets and complied with the community spirit of the markets will be rewarded by an email notification being sent to them one week before the market is advertised generally.

Fees and payment

- The fee for each site in 2018 is \$40, or \$46 if insurance is required.
- The fee, including insurance if required, must be paid before a market, and an invoice will be provided when a booking request is initially accepted. The booking will be confirmed when payment is made.
- Fees paid will not be refunded; however, fees paid will be credited to a future market if:
 - the market is cancelled by the Rotary Club of Orange before 10am on the day of the market,
 - we are notified by email at least 1 month before the market that the stallholder will not be attending,
 - a stallholder withdraws, and the withdrawal is a consequence of a significant issue beyond the stallholder's control and we are notified as soon as the stallholder is aware of that issue.

General terms and conditions

- Stall sites have a 4m frontage and are 9m deep. Stallholders must set up within the area they are allocated.
- No power is available. Generators may be used but must be located to minimise nuisance to public and stallholders. The Market Coordinator may direct the relocation of a generator.

- The markets will be open to the public from 9am until 2pm; stallholders may enter the site to set up after 6.30am.
- All stallholders must be set up to commence trading at 9am. There must be no major transporting of materials after 8.30am 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 could affect the safety of stallholders or the public.
- Vehicles and trailers may be used within the market area, and vehicles will be able to remain on the site 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.
- Structures must be secured so they cannot be blown away by wind. At some sites weights to secure structures are necessary since Orange City Council may ban the use of pegs.
- The markets are conducted on Council land and must comply with all conditions specified in Council's User Agreement with Rotary Club of Orange. 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.