

# Berrima Schoolyard Market Stallholder Information and Guidelines

## Bookings

Initially, an application form is to be completed with attached pictures of your product (and stall if you have attended a market before) along with a copy of your \$20 million public liability stall holder insurance. Your application will be assessed and a position given based on your product, presentation, suitability to the market. Once a spot has been confirmed payment must be made, until this is completed management have the right to give your spot away. If you wish to attend the next scheduled market please contact me.

## Set up & Pack up times

Stallholders can set up from 7.00am and must be ready by 8.45am to trade at 9am. Pack up is from 2.15pm, unless otherwise notified. For safety reasons, no vehicles are to be on site between 8.45am and 2.15pm. If you are running late on market day and have not contacted me via phone 0417 419 636 (the phone is in reception from 7am) or email [berrimamarkets@gmail.com](mailto:berrimamarkets@gmail.com) your position may be given away. All sites are 3 metres square unless by specific arrangement.

\$70 for standard 3x3 site or \$80 if power required.

Most sites in the open, on turf. Please ensure that your site is safe and that any ropes or structures do not encroach on walkways or neighbouring sites. Your site will be approved to sell the items on your application form. Please contact a market coordinator if you would like to introduce new products. Failure to do so may result in you losing your site.

## Payment

Site payments must be made in advance. For permanents payment must be transferred via direct deposit on market day to secure your spot for the following month's market.

Bank Details:

BSB: 802101 (Berrima District Credit Union)

Account number: 354379

Account name: Berrima P&C

Reference: your Stall name & month of market

## Insurance

You must hold current Public Liability Insurance to the value of \$20 million. If you are selling goods that you have made, we recommend that you purchase product insurance.

## Rubbish bins

Bins are on site for the use of customers. Please take your rubbish with you at the end of the day.

## Food stalls

If you are preparing food, you must comply with Food Handling and Safety Regulations, as enforced by the Wingecarribee Shire Council and provide a copy of your certificate for our records.

## Cancellation Policy

There will be no refunds if you do not come to a market for which you have paid.

If you have confirmed your position yet cancel in the last week you must still pay your market fee. At such late notice it is difficult to fill your space and the school misses out on this opportunity. If the Market is cancelled, all pre-paid site fees will be carried over to the next market.

## Contact

Mel Kerr

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