



Stall Information & Agreement

Welcome to Exeter Village Market, owned and operated by Exeter Village Association Inc. We invite you to make an application to become a stallholder at our village market, held on the first Saturday of each month from 9.00am to 1.30pm. The market attracts local residents (of which there are some 900), visitors to the Highlands and residents from surrounding areas – Bundanoon, Moss Vale, Sutton Forest and beyond – Penrose, Marulan, Canyonleigh, Berrima, Burradoo, Bowral, Mittagong and Burrawang.



Going to Market

Exeter Village Market is held in the picturesque grounds of the Exeter Village Hall and adjoining parkland, with majestic mature trees making it one of the most attractive settings in the Southern Highlands. Held outdoors there is ample parking and good amenities within the sporting facilities area.

We request stallholders make their stall attractive and welcoming and have clear signage. You may wish to have printed cards, flyers or brochures to promote your business.

We have an ATM at each market. There is INTERNET at Exeter Village Hall, which enables stallholders to bring and use portable EFTPOS, PayPal or Square machines.

Terms & Conditions

Products

The market is a vibrant community of producers and makers. We are interested in quality produce of all kinds, preferably locally sourced - fruit and vegetables, eggs, meats, flowers, plants, bread, baked goods, honey, olives, olive oil, jams, condiments, etc as well as handcrafted chocolates, goods, furniture, homewares, fashion, jewellery and great design. There are also old wares. Our preference is that you are involved in the production of your goods or produce. If you are buying mass produced stock through a wholesaler, it won't be suitable for Exeter. Some of your products may not be suitable for Exeter Village Market, and the Market Manager may ask that you do not sell them.

Applying for a Stall

All stallholders must be pre-approved by submitting the application form which is attached to this document. All applications will be acknowledged, and approved stallholders will receive a start-date confirmation email. Once your application is lodged with necessary documentation you may be offered a trial position at the market. This is to determine if your stall is suitable for the market. You will not automatically be given permanent status on approval. Approval depends on a number of factors, including repetition of products and suitability to the market audience, and therefore cannot be guaranteed. We limit repetition of products at the market to protect the interests of all stallholders and generally have no more than two of any type of product.

Stall Arrangements

Stalls are located around Exeter Village Hall, under the trees and in the park area adjacent to the sports oval. We provide you with a 3m x 3m space for your gazebo or marquee. You need to provide stall furniture such as tables and chairs, etc. Some double sites are available. A limited number of powered sites are also available by arrangement.

All reasonable location requests are considered. The final decision on the location of your stall will be that of the organiser, which is made in the best interests of the market as a whole.

Power

In the event that a stall requires power and there are sufficient outlets available, the site provides 240v power, only.

If you are using power at the market, your leads must be tagged and tested and evidence of this provided to the market manager in advance of the market. It is your responsibility to keep the tagging and testing of your leads current.

Taking a Stall

We recommend when you do decide you want to have a stall at Exeter Village Market, and are approved, that you take your stall for three (3) months to determine whether the market can provide the customers you seek. Once you are clear that you wish to continue as a stallholder, we recommend you commit to being a permanent or seasonal stallholder. We find being a casual or occasional stallholder can lead to disappointment if our allocation of stalls is full.

Permanent Stallholders

Exeter has 11 markets a year, February to December and **permanent stallholders are expected to attend each market**. The benefits of being permanent is a preferred stall position, a featured listing on the Exeter Village Market website and promotion through Facebook and other outlets. If you miss more than 3 markets a year, your position may be given to another applicant.

Seasonal Stallholders

Some produce / goods have seasonal appeal and as such we accept applications for specific months on a case-by-case basis. You need to commit to take a stall at each market for that season.

Casual Stallholders

Occasional stallholders may be accepted for special events such as Mothers' Day (May), Dogs' Day Out (June), the Garden Market (October) or Christmas (December).

Photography and use of images

The market manager may take photos of you, your stall and your products during the market. The purpose of this is to promote the market in the market's monthly e-news and on social media. In taking a stall, you consent to the market using such photographs for promotional purposes.

Public Liability Insurance

\$20m public liability insurance is mandatory for all stallholders. This is a Wingecarribee Shire Council requirement. Please provide a Certificate of Currency with your application. If you don't have insurance and are proposing to take a stall on a casual or three-month trial basis, we recommend you obtain casual stall insurance once your stall is approved. You can do this from My Market Insurance <https://mymarketinsurance.com.au>

Stall Fees & Payment

A single stall – a 3m x 3m gazebo space – is \$72, a corner stall is \$88, single double-product stall is \$99, a double stall space is \$121 and a triple stall is \$143

Once approved, stall fees are to be paid by direct deposit. An invoice will be emailed to you two weeks before the market. All stallholders need to pay the stall fee by bank deposit by the date detailed on the invoice to secure their stall position.

Cash payments may be agreed in special circumstance and are to be made one month in advance, on market day. Your booking will not be confirmed until the organiser receives the stall fee.

Weather & Safety

The market will operate in all but extreme weather conditions – either heat or rain. Exeter can be subject to mist and wind in winter. The market will proceed in these conditions. You will need to ensure you have a gazebo or marquee that will withstand wind, does not leak and **must** be suitably secured by pegs and weights.

Market management regularly check the weather for market day throughout the preceding week. Should extreme weather be foreseen, stallholders will be advised the night before the market.

Cancellation Policy

If you have to cancel you must notify the organiser by 5pm on the Tuesday before market day. If you do so we will carry over your payment for that month to the next. If not, your payment will be forfeited.

If the market is cancelled your fee will be carried over to the next market.

Food Safety

All hot food stalls must provide NSW Dept of Health notification confirmation by email. It is free to apply on www.foodnotify.nsw.gov.au/nafsis. This is the stallholder's responsibility and a copy must be submitted with your application.

All food stallholders must comply with Food Safety Standards Australia/New Zealand. If you are selling fast or café food for immediate consumption you must have a Food Safety Service certificate

http://www.foodauthority.nsw.gov.au/Documents/fss/certificate_request_form.pdf.

All food stallholders involved in the onsite cooking of food **must** supply their own fire blanket and fire extinguisher to mitigate the risk of fire.

All food and drink stallholders must lodge a Food Business Notification with Wingecarribee Shire Council. Please fill out the form here and provide receipt of lodgement.

<https://www.wsc.nsw.gov.au/development/Applications-Permits-and-Certificates/Food-Business-Notification-Form>

Risk Assessment

The Market venue owner, Wingecarribee Shire Council, requires all stallholders to complete a risk assessment. On approval of your application, you will be sent a template Risk Assessment which has been prepared in line with the market's overall Risk Assessment. You will need to review and amend to ensure all specific risks of your stall are covered and sign and date this, in advance of the market, to show you agree to abide by the actions required.

Set Up

Set up is from 7am. The market commences at 9am. We require **all stalls** to be set up by 8.30am for early customer arrivals. All vehicles are to be parked or removed from the market site by 8.15am. Stallholders are responsible for bringing and removing everything they need for their stall.

Trading Hours

Exeter Village Market trades from 9am to 1.30pm. All stallholders must commit to having their stall operating at the market until 1.30pm. This is a requirement of Wingecarribee Shire Council and the market management.

Parking

We ask that you park as directed in our communication before the market.

Conduct

All stallholders are expected to be courteous to other stallholders, members of the public and market management. Any behaviour considered inconsistent with a friendly environment may be grounds for losing your position at the market.

Waste & Rubbish Removal

Stallholders are responsible for removing all their rubbish, boxes and unwanted goods from the market site. Rubbish bins on site are provided for customers only. There is no rubbish collection for the market.

Emergency and Evacuation Plan

Exeter Village Market has an approved Emergency and Evacuation Plan to ensure stallholder and patron safety in the unlikely event of an emergency. Stallholders applying for a stall agree to abide by the plan.

For further information please contact Kate Cretney on 0468 331 738 or info@exetervillagemarket.com or visit www.exetervillagemarket.com.