



Rotary Club of Sunbury
R.I. District 9790

SUNBURY FAMILY MARKET

Stallholder Information and Conditions

General Information

Market Date

The Sunbury Family Market is held on the first Saturday of each month, with the exception of January, when there is no market.

Location

Sunbury Leisure Centre, Elizabeth Drive, Sunbury-Mel Ref 382 A4 (next to the CFA)

Trading Hours

Market Trading Hours are **9:00am to 2:00pm**

- Setting up time is from 7:30am. Sites will be held until 8:00am and then they may be reallocated if the stallholder has not arrived or made contact to let the organisers know they will be arriving late.
- Packing up time is from **2:00pm**. Anyone leaving early will risk losing their site, unless prior arrangements have been made.

Car Parking

Car parking is limited, so please park your car on the perimeter of the car park, leaving as much space as possible for customer parking.

Stall Fees (GST Inclusive)

Permanent stallholders – Permanent rates are to be paid one month in advance

- Permanent indoor: \$23 per site, up to 3 metres in size
- Permanent outdoor: \$19 per site, up to 4 metres in size

Casual stallholders – payment to secure your allocated site should be made in advance with a cheque made out to The Rotary Club of Sunbury.

- Casual indoor rate: \$29 per site, up to 3 metres in size (limited)
- Casual outdoor rate: \$25 per site, up to 4 metres in size
- Casual rates for the November/December markets are \$32 indoors and \$27 outdoors

Stalls & sites are allocated at the Market Coordinator's discretion. We do not supply or lease tents/tables.

Rules & Regulations

- All products offered for sale must be made and sold by the registered stallholder, unless prior arrangement is made with the Coordinator.
- Only products listed and approved by the Coordinator on the current application may be sold. If you wish to add new items to your stall, a request in writing must be approved by the Coordinator.
- Notification of non-attendance of stallholders is required. A refund will be paid providing the booking was reallocated. A request for a refund must be in writing within 14 days.
- Stallholders lose their permanent status if they cancel attendance at more than two markets in a financial year.
- Stallholders are responsible for leaving their site and the surrounding area clean and tidy. Boxes, cartons and rubbish must be removed at the end of the day.
- Stallholders must confine their displays and signs to the stall site and keep aisles free for patrons
- Stallholders must not block exits.
- Stalls must not be packed up before the advertised closing time.
- It is the responsibility of the stallholder to trade in accordance with Market, State and The Rotary Club of Sunbury's regulations.
- Food stallholders must be registered with The Rotary Club of Sunbury and comply with all relevant food and food handling regulations and standards pertaining to local government.
- Stallholders using gas or electrical appliances must have a suitable fire extinguisher or fire blanket on site. Electrical leads must be tagged by a qualified tester, every three months.
- Loud product promotion is not permitted.
- Smoking is not permitted indoors and in confined areas.

How to apply for a stall

- For your application to be processed quickly and smoothly, it is important to supply as much information as possible. Be sure to complete the application with all relevant information prior to submitting it.
- Complete a written or on-line stallholder application.
- Applications can be obtained from the Sunbury Visitor Information Centre-43 Macedon St, Sunbury, phone 9744 2291 or by contacting the Booking Officer on 0400 907 793 or by emailing sunburyrotary @ssc.net.au
- DO NOT SEND ANY MONEY-contact will be made within four weeks on receipt of your application.
- Filling in the application form does not guarantee an offer of a site.

All correspondence to:

Sunbury Family Market
C/O The Rotary Club of Sunbury
PO Box 167, Sunbury
Vic, 3429
Phone: 0400 907 793
Fax: 9740 8778
Email: sunburyrotary@ssc.net.au