



## Stallholder Policy and Procedures

### General

- Kyogle Rotary Bazaar is 100% run by a team of volunteers in conjunction with members of Kyogle Rotary Club
- Rotary Kyogle Bazaar is held under the auspices of Kyogle Rotary
- The Bazaar is an outdoor event held on the 4th Saturday of each month
- The Bazaar is held at Amphitheatre Park, Kyogle – Corner of Summerland Way & Anzac Drive (Behind the Kyogle Visitor Information Centre)
- A volunteer coordinator supported by a team of volunteers encompass all the day to day operations
- The coordinator is your direct contact

### Site Allocation

- Stall sites are allocated prior to Bazaar Day by the Bazaar Coordinator
- If you have any special needs, please notify us upon booking site
- Please follow the direction on the day provided by the Bazaar Team Leader

### Car Parking

- Cars can be driven to most sites for unloading at the direction of a Bazaar Team member specific to each site
- Each vehicle will then need to be removed to the stallholder parking area as directed by Bazaar Team member according to the site
- **Please Note:** No stallholders cars are permitted in the general carpark
- This is a customer service initiative so that your customers can have access to your stall

### Registration

#### Casual Stallholders

- To register your interest in a stall at Kyogle Bazaar you can either
- register your interest on the Kyogle Bazaar website [kyoglebazaar.com.au](http://kyoglebazaar.com.au) or
- email [kyoglebazaar1@gmail.com](mailto:kyoglebazaar1@gmail.com) or
- send a message via our social media pages Facebook and/or Instagram
- Registration must be received by the Wednesday prior to attendance to allow time to record your contact and confirm your booking
- If you have a booking but your circumstances change and you cannot attend you must notify the Bazaar Team Leader by 1pm on the Friday prior to bazaar day

#### Permanent Stallholders

- A permanent site is allocated to stallholders who have attended three markets and request a permanent site. To do this:-
- Talk to Coordinator on Bazaar Day
- You do not have to confirm regular booking

- If you have a booking but your circumstances change and you cannot attend you must notify the Bazaar Team Leader by 1pm on the Friday prior to bazaar day
- Your site will then be re allocated for the period of your notified absence
- Registration for Kyogle Bazaar includes subscription to our monthly e-newsletter delivered to your provided email
- This keeps you up to date with behind the scenes information
- To un-subscribe follow instructions at bottom of e-newsletter or contact Bazaar Team Leader

### Bazaar Operating Times

	<b>Summer (Dec,Jan,Feb)</b>	<b>Autumn, Winter, Spring</b>
<b>Set Up</b>	From 6am	From 7am
<b>Operating Hours</b>	8am – 1pm	9am – 2pm
<b>Pack Up</b>	1pm	2pm

- Early pack up and departure is not accepted practice
- If you do need to leave early, please notify Bazaar Team prior to day & we will assist you
- This prevents the domino effect caused by early pack up

### Fees (inclusive of GST) and Method of Payment

- A flat fee of \$20- for a single stall will be charged
- Fees are to be paid prior to each Bazaar Day
- Fees are to be paid via payment of invoice sent to registered mobile prior to bazaar day. Email invoice can be requested
- Bazaar Coordinator will explain how fees are to be paid

### Insurance

- All stallholders must hold current Product and Public Liability Insurance with a minimum value of \$10 million
- Those who do not have their own policy can be covered under Bazaar policy
- Stallholders who have their own policy must provide a Certificate of Currency to Bazaar Coordinator, helping us to meet the requirements of our insurance policy

### Conduct At Bazaar

- Whilst conducting business stallholders and community groups, are:-
- Not permitted to spruik
- Conduct themselves in a professional manner
- Must stay within their own allocated area and not intrude on others' areas
- Any grievances between individual stallholders must be settled offsite
- Violent or aggressive behaviours such as verbal and/or physical abuse or threats to persons or property are not acceptable and will not be tolerated
- If necessary, police will be notified
- Inappropriate behaviour and/or offensive language may also lead to expulsion from the Bazaar and cancellation of your registration
- **Please Note:- Kyogle Rotary Bazaar is an alcohol and smoke free zone.**
- Please leave the area if you need a cigarette

### **Cancellation Of Bazaar**

- At the discretion of the management, the Bazaar may be cancelled due to weather conditions that are considered a safety risk, including but not limited to heavy rain, flood, extreme wind or extreme heat or for other public safety reasons such as the case of a pandemic
- If the Bazaar is closed, trading must cease immediately
- Notification of cancellation will be by Facebook announcement and registered email

### **Work Health & Safety (WHS)**

- Under Australian Law all stallholders are required to co-operate and adhere to any and all Rotary Kyogle Bazaar WHS procedures to ensure a safe environment for all Bazaar attendees including stallholders, bazaar patrons and bazaar team
- Bazaar stallholders are to follow the direction of the Bazaar Team at all times
- Emergency vehicle access areas are to be kept clear at all times
- In the case of an emergency or an evacuation procedure people will be notified and directed by the Bazaar Team Leaders and Bazaar Team Members
- All stallholders must adhere to current NSW Govt Covid 19 rules and regulations outlined below

### **Covid-19 Safety Compliance**

- Stallholders must have commercially available hand sanitiser openly available on your stall for both customer and staff use
- It is essential that hand sanitiser be minimum 70% alcohol based
- No Help-Yourself product samples are to be available on your stall (i.e. hand moisturiser, scented oils, soy melts, skin/hair care products testers or refills)

### **Marque's and Stallholders Equipment**

- All stallholder Marque's must be in good working order
- When in situ all Marque's are required to be securely pegged or weighted down
- If needed pegs are available from Bazaar Team Leader and will incur a paid up front \$5- charge refunded at end of day upon return to Bazaar Team

### **Regulations/Permits**

- Please see NSW Fair Trading information at the following link: [Pawnbroking and second-hand dealers | NSW Fair Trading](#)
- These guidelines are to help you understand your obligations as a market stall holder in NSW who sell second-hand goods

### **Food Vendors**

- Food vendors are to ensure that they comply with current NSW Health Regulations
- Have the appropriate food qualifications and food vendor registration with Local Council
- Takeaway utensils, food containers and packaging should comply with best practise for waste reduction i.e. at best avoidance of plastics and the provision of environmentally responsible substitutes
- Food vendors must provide waste bins for their customers and take waste away with them at end of day

### **LPG Gas**

- Stallholders using LPG Gas cylinders must maintain their equipment to comply with Australian Safety Standards
- Connections and leads must be checked during set up

**Generators**

- All generators must be operated in accordance with manufacturers requirements

**Electrical Leads**

- All electrical leads and electrical equipment must be currently Test & Tagged to Australian Standards
- All electrical leads must not protrude onto pedestrian areas and be secured in a responsible manner

**Rubbish Removal**

- Rubbish bins are provided for the convenience of Bazaar Patrons only
- Stallholders are responsible for the removal of any self-generated rubbish

**Subletting**

- Stalls cannot be transferred, sublet, franchised or sold to any other individuals or groups

**Dispute Resolution**

- All complaints (Patron or Stallholder) should be made to the Bazaar Coordinator in the first instance

**By signing this document, I am agreeing to the terms and conditions set out in the Kyogle Rotary Bazaar Policy and Procedures above and agree to abide by them**

**Print Name:-** .....

**Signed:-** .....

**Date:-** .....

**Non-compliance with the above rules may lead to expulsion from the Bazaar and/or Stallholder Registration Cancelled**

**Rotary Kyogle Bazaar Contact Details**

**Street Address:** Kyogle Amphitheatre Cnr Summerland Way and Anzac Drive. Kyogle

**Email:** [kyoglebazaar1@gmail.com](mailto:kyoglebazaar1@gmail.com)

**Website:** [kyoglebazaar.com.au](http://kyoglebazaar.com.au)

**Phone:** 0459 512 249

**Social Media:** Facebook and Instagram @rotarykyoglebazaar