



General Stallholder Policy and Procedures

- Rotary Kyogle Bazaar is 100% run by a team of volunteers.
- Rotary Kyogle Bazaar is a Rotary project for the Rotary Club of Kyogle.
- The Bazaar is an outdoor event held on the 4th Saturday of each month 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 is responsible for all the day to day operations.
- The coordinator is the direct contact for stall holders.

Bazaar Operating Times

- Set up from 7am.
- Session trading hours 9am-2pm.
- Pack up from 2pm.
- Early pack up and departure is not accepted practice and may affect future bookings.
- If an emergency means you do need to leave early, please notify the Bazaar team & we will assist you.

Car Parking

- Cars can be driven to some 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 members according to the site.
- This is a customer service initiative so that your customers can have access to your stall.

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.
- Please follow the directions on the day provided by the Bazaar team.

Fees (inclusive of GST) and Method of Payment

- Fees are to be paid prior to each Bazaar Day.
- Current fees can be viewed via the "Pay your site fee" button available on the website.
- Fees are to be paid via payment of link 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 each.
- Those who do not have their own policy can be covered under Bazaar policy. An additional fee to cover administration will be charged.
- Stallholders who have their own policy must provide a Certificate of Currency to Bazaar Coordinator.

Casual Stallholders

- To register your interest for a Bazaar stall a paperless form on the website rotarykyoglebazaar.com.au will need to be completed.
- 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 Coordinator no later than 1pm on the Friday prior to bazaar day.

Permanent Stallholders

- A permanent site is allocated to stallholders who have attended three consecutive markets and commit to attending every month. More than 3 absences in a twelve-month period forfeits permanent site allocation.

To request a permanent site allocation

- Talk to Coordinator on Bazaar Day.
- You do not have to confirm regular bookings, but you do need to cancel your permanent booking if you are unable to attend by Wednesday prior to Bazaar Day.
- Your site will be reallocated in your notified absence.

Community Groups

- Community groups can be accepted as a one time attendance at the discretion of Kyogle Rotary and the Bazaar Committee.

Food Vendors

- Food vendors are to ensure that they comply with current NSW Health Regulations.
- You are required to have the appropriate food qualifications and food vendor registration with the Local Council. Please forward documentation with application.
- Takeaway utensils, food containers and packaging should comply with best practice for waste reduction i.e., at 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 the end of day.

Newsletter

- Registration for Rotary Kyogle Bazaar includes a subscription to our monthly e-newsletter delivered to your email.
- This keeps you up to date with any changed requirements as well as provide you with

behind-the-scenes information.

- To unsubscribe follow instructions at bottom of the e-newsletter or contact Bazaar Coordinator.

Marques and Stallholders Equipment

- All stallholder marques must be in good working order.
- All marques are required to be securely pegged or weighted down.
- If needed, pegs are available from Bazaar Coordinator and will incur an upfront \$5-charge refunded at end of day upon return to Bazaar team.

Dogs on grounds

- Stallholders are **not** permitted to have dogs on site for the day.

Conduct At Bazaar

- Whilst conducting business stallholders and community groups, are:
 - Not permitted to spruik.
 - To 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 behaviour 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.
- Notification of cancellation will be by Facebook announcement and registered email.

Work Health & Safety (WHS)

- Bazaar stallholders are to follow the direction of the Bazaar team at all times to ensure a safe environment for all Bazaar attendees including stallholders, general public and Bazaar team. Failure to do so may result in future exclusion from the Bazaar.
- Emergency vehicle access via the paved footpath is 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.

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 in compliance with Australian Standards.
- All electrical leads must not protrude onto pedestrian areas and be secured.

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 of sites

- Sites 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.

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

Print Name:-

Signed:-

Date:-

Rotary Kyogle Bazaar Contact Details

Website: rotarykyoglebazaar.com.au

Email: kyoglebazaar1@gmail.com

Phone: 0459 512 249

Social Media: Facebook and Instagram @rotarykyoglebazaar