



General Stallholder Policy and Procedures

- Kyogle Bazaar is 100% run by a team of volunteers
- 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.
- A limited number of casual sites are available with insurance coverage under the Bazaar policy.
- 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 kyoglebazaar.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:
 - o Not permitted to spruik.
 - o To conduct themselves in a professional manner.
 - o Must stay within their own allocated area and not intrude on others' areas.

- o Any grievances between individual stallholders must be settled offsite.
- o 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.
- o Inappropriate behaviour and/or offensive language may also lead to expulsion from the Bazaar and cancellation of your registration.

Please Note:- Kyogle 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:-

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Rotary Kyogle Bazaar Contact Details

Website: kyoglebazaar.com.au

Email: kyoglebazaar1@gmail.com Phone: 0459 512 249

Social Media: Facebook and Instagram @kyoglebazaar