



*Tooma Park*

*Corner Tooma & Possum Point Roads*

*Tooma*

*Saturday November 5th 2022*

# Stall Holder Application

## General Event Information

**Date: November 5th 2022**

**Website**

[www.threebridgestoomaboutiquemarkets.com.au](http://www.threebridgestoomaboutiquemarkets.com.au)

**Email** threebridgestooma@gmail.com

**Facebook** three bridges @ tooma boutique markets

**Times: 10am to 4pm**

**Venue:** Tooma Park

**Stallholder Enquiries:**

Please direct all stall holder enquiries to  
Laura Lebusque 0467011535

Or

Jeff Sheather 0414522688

**Important information for stallholders:**

1. Thoroughly read the information contained in this pack.
2. Complete the agreement form and include all relevant documentation.
3. By signing your form, you agree to the terms and conditions contained in this document
4. **Submitting this application does not guarantee acceptance.** You will be notified if your application has been accepted by email. A full refund will be returned to you if your application is not accepted.
5. **Please return (via email) all your documentation including proof of payment and certificate of currency by 5pm Monday October 24th 2022**

## Schedule of Fees

All fees are inclusive of GST

### Market/Produce Stalls (Site Only)

Standard site 3m x 3m \$45

Van site 5m x 3.5M \$45

### Food/Alcohol Stalls

Standard site 3m x 3m \$55

\* To Standardise the aesthetic of the markets each site comes with an "Ozstrail" pagoda in navy colour. (3m X 3m).

\* These will be erected by the organising committee prior to your arrival and are included in the site fee.

## **PAYMENT**

Full payment must accompany your application form.

Stallholder site fee payments to be made via:

- Direct Deposit
- BSB 633 000
- A/C 161088919

### **Cancellations and refunds**

Any cancellations received after 5pm Saturday 29th October 2022 will not be refunded.

No refunds will be given for non-attendance at the market.

### **MARKET TIMES**

Stallholders are required to operate throughout the entire market day. The hours of operation are:

10am to 4pm

### **LOAD IN/LOAD OUT**

Load In:

Saturday 5th November 7am to 9am

All stall must be set up and ready to trade by 9.45am

Load Out:

Saturday 5th November 4.10pm to 5.30pm

## **VEHICLES**

Once in the market area, vehicles that are not part of your stall must unload and vacate as soon as possible and obey instructions given by the market staff.

Suitable stallholder parking areas will be recommended.

***There will be no vehicle movement within the market area between 9.30am and 4.10pm***

### **Wet Weather**

Stallholders must be prepared and equipped to trade in all weather conditions – the event will not be cancelled due to mild inclement weather such as rain showers.

The event may, however, be cancelled due to extreme weather or natural disaster, in which case, stallholders will be entitled to a full refund.

If there is a cancellation, stallholders will be notified in the first instance by a SMS message sent to your mobile numbers listed on your application form.

Please note – stallholders are responsible for ensuring that they have adequate protection for their goods, including foods, from the weather extremes. This includes sun exposure.

It is important that you have appropriate weather contingency plans (heat, cold and rain) for your stall and your stock.

### **Coolrooms**

A centrally located coolroom will be available for all stallholders

If you need to bring your own, you must allow for the extra space it will occupy in your application and pay for that space and let the organisers know of any power requirements

**Power**

Power is available on request

. Please indicate on your stallholder application form whether you need this utility?

**Generators**

If you are bringing a generator, it must have an Earth Leakage Circuit Breaker and be of the silent type of no louder than 54 DBs at 2.5m under full load.

**Workplace Health and Safety**

Every stall will undertake a safety risk assessment prior to trading by a festival or Council representative.

Stallholders are expected to ensure that their stall meets the required safety standards or you may not be permitted to trade.

**Public Liability Insurance**

Stallholders must show evidence of their Public Liability Insurance with their application form. A minimum insured amount is \$20, 000, 000.

Public Liability Insurance is

**COMPULSORY** for all stallholders.

Please note that the Certificate of Currency **MUST** state the business name, expiry date and the coverage either ‘Anywhere in Australia’, ‘Anywhere in NSW’ or specifically

Three Bridges @ Tooma

Failure to supply a valid insurance certificate will constitute an incomplete application and will be rejected.

**Stall Sites**

When deciding what stall site size you require you must take into account your entire stall including ropes, awnings, coolrooms etc. Everything you bring must fit inside the space you purchase.

**Housekeeping**

Stallholders are responsible for keeping their stall sites and the immediate surrounds (front, rear and sides) tidy and clear of rubbish. Stallholders are required to leave the site in the condition in which it was found. Breaches of this condition will result in penalties

**Stall Presentaion**

It is of the utmost importance that every effort is made to create a colourful and festive atmosphere. Stallholders are encouraged to present their stalls in an appealing and imaginative manner to attract market patrons.

**Food Stalls**

Temporary food stalls are an important aspect of our event. However, temporary food stalls can pose a higher risk to the consumer than regular food shops due to their temporary nature and restricted ability to provide permanent hand washing, storage, food preparation and cleaning facilities.

Food stalls will need to complete an approval to operate application form through Snowy Valleys Council.

Please call the Tumbarumba office on 69489100 for details and to secure your application form.

**Alcohol Stalls**

The market is a limited Licence - special event. The sale of alcohol must be in opened cans or bottles or other types of opened containers . All wines sales to be by the glass. Sealed take away sales are the responsibility of the individual vendor. Persons serving alcohol at the markets must have completed an approved responsible service of alcohol course. and produce proof of this training if requested by the organisers

## **Eftpos**

We hope to have the new Telstra tower for Tooma operating by market day which will allow for eftpos transactions. We will keep you posted through our social media of all developments in this space.

We do advise however to be prepared for cash transactions in the event of signal outages on the day

## **Prohibited Products**

The following items are prohibited:

- Pornographic material of all forms
- Items that infringe third party intellectual rights (copyright/trademarks)
- Weapons (real or replica)
- Dangerous or illegal substances
- Fireworks

### **Terms and Conditions**

1. Incomplete or unsigned applications will not be accepted.
2. The submission of an application for a stall site does not guarantee you a place – all applications are considered after the application deadline and stallholders will be contacted in due course after that date.
3. Market organisers reserve the right to refuse any application. Local community groups are reminded that they are not privy to any special treatment in relation to the conditions or expectations contained in this Stallholder Guide
4. Any event cancellations due to extreme weather will be notified by SMS or email to the mobile phone number or email address listed on the stallholders form.
5. THREE BRIDGES @ TOOMA will not be held responsible for loss or lack of income generated on the weekend, or if any presumed expectations are not met.
6. Stallholders will be held responsible and liable for damage to the market area caused by them.
7. All Council regulations and requirements must be adhered to.
8. Stallholders at the market are required to conduct themselves in a manner suitable to a family event.
9. Offensive language will not be tolerated.
10. Stallholders are required to cooperate with the organisers and other stallholders.

### **Indemnity**

Stallholders agree to indemnify Snowy Valleys Council and the market committee against all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings and all associated actions.

### **Submitting your Application**

Completed application forms to be emailed to

[threebridgestooma@gmail.com](mailto:threebridgestooma@gmail.com)

**Please make sure you have the following**

- 1) Your completed application form,
- 2) Your certificate of currency
- 3) Your proof of payment included with your submission.

Submissions which do not show all three documents will be returned to the applicant to be completed satisfactorily .

THREE BRIDGES @ TOOMA BOUTIQUE MARKETS

**2022 STALLHOLDER APPLICATION FORM**

The closing date for applications is Monday 24th October 2022 .

Payment to be made only via:

**Direct deposit**

**BSB: 633 000**

**Account: 161088919**

Please state your name or business name as reference on your payment transfer?

**Your Stall Name:**

**STALLHOLDER CONTACT INFORMATION:**

**\*Primary Contact**

Name: \_\_\_\_\_

**Secondary Contact**

Name: \_\_\_\_\_

**\*Postal Address:** \_\_\_\_\_

**\*Primary Mobile No.:** \_\_\_\_\_

**Landline No.:** \_\_\_\_\_

**\*Primary Email**

Address: \_\_\_\_\_

**Secondary Email**

Address: \_\_\_\_\_

*\*Those fields marked with \* are MANDATORY.*

In the space below, please provide a detailed list of the products you will be selling:

Please complete the following stall site requirements - all fees include GST:  
**General Stalls (Site and Gazebo)**

Size	Cost	Quantity	Total
Standard site 3m x 3m	\$45		

**Food/Alcohol Stalls (Site and Gazebo)**

Size	Cost	Quantity	Total
3m X 3m	\$55		

**Van Sites**

Size	Cost	Quantity	Total
3.5m X 5m	\$45.00		

#### DECLARATION

I/we have read, understood and agree to abide by the requirements, terms and conditions as detailed in the Three Bridges @ Tooma Stall holder Guide.

Signed:

Date:

I have enclosed the following:

- Completed and signed application form
- Payment of fees or remittance advice (Direct Deposit)
- Certificate of Currency - Public Liability Insurance - \$20 million
- RSA certificates (Alcohol stalls only)
- Food handling certificates (food stalls only)

**Submit your application via**

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