



Tooma Park

Corner Tooma & Possum Point Roads

Tooma

Saturday November 4th 2023

Stall Holder Application

General Event Information

Date: November 4th 2023

Website

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
Sue Fraumeni 0413 820 041 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 Friday October 6th 2023**

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.

Stall holder site fee payments to be made via:

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

Cancellations and refunds

Any cancellations received after 5pm Friday 27th October 2023 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 4th November 7am to 9am

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

Load Out:

Saturday 4th November 4.10pm to 5.30pm

VEHICLES

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

Stall holders are NOT to leave their vehicles parked adjacent to their site while setting up their display.

Stall holder parking areas will be available near to the market

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

The new Telstra tower for Tooma is fully operational so stall holders should not have any difficulty operating their eftpos terminals

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

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

2023 STALLHOLDER APPLICATION FORM

The closing date for applications is Friday 6th October 2023 .

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 or attach photos

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)

Please submit your application via email only

threebridgestooma@gmail.com