



## Information Package for Stall Holders

**All stall enquiries should be made to:**

Gundagai Visitor Information Centre

Email: [info@visitgundagai.com.au](mailto:info@visitgundagai.com.au)

Phone: 02 6944 0250

Mail: PO Box 34, Gundagai NSW 2722

Address: 249 Sheridan Street, Gundagai, NSW 2722

Website: [www.visitgundagai.com.au](http://www.visitgundagai.com.au)

Opening hours 9:00am - 4:30pm 7 days (closed 12:30-1pm for lunch on weekends)

**Market Dates:**

Sundy in Gundy will be on the last Sunday of every month (except December) from 9am to 12pm

**About our Market:**

Sundy in Gundy Market is held by the Gundagai Tourism Action Committee in conjunction with other activities to try and create a carnival atmosphere in the town. The intention is to add to local business by providing an attraction to draw people from the surrounding area (and off the highway). We encourage local shops and Cafés to open and to offer special products or discounts on the day. The market is held along Sheridan Street.

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**Public Liability:**

Stall holders must hold a current Certificate of Currency for Public Liability cover for a minimum of 20 million dollars. A copy of your Certificate must be given to Gundagai Visitor Centre before the market day, or on the day before the stall is set up.

**Market Safety:**

Sundy in Gundy Markets is committed to providing a safe working environment for stall holders and our customers. The success of the market relies upon the health, safety and welfare of all market users. Stall holders are responsible for the safety on their site and must comply with any requests by the organisers to keep the site free of any potential hazards to yourself and the public. A WH&S Checklist is attached for all stall holders to complete prior to the market opening.

**Food Stalls:**

Stalls selling food must comply with the Food Act 2003 and the Food Standard Code, as well as local council requirements. We recommend that you read the NSW Food Authority's Guidelines for food businesses at temporary events that are located on the Authority's website. A copy of your food safety certificate must be carried in case of spot checks by the local food authority.

**Promotion of the Market:**

We promote our markets to a targeted audience using an appropriate mix of social media, local and regional newspapers, internet, radio and through tourism organisations. Posters are also displayed in the local community in the lead up to a market. We will have signage on the Hume Highway to attract passing traffic throughout the duration of the market.

**Booking Information:**

Please complete the attached application and return via one of the contact methods above. Applications will be individually assessed on a first come basis. It is in the interest of all our stall holders that we do not have too many of the same type of stall at our market. This will offer variety and provide a positive market experience for everyone including our customers. We will email or call you and let you know your stall has been accepted. Payment for your stall will be collected as a CASH payment on the day.

**Cost of a Stall:**

Up to 5m x3m - \$15 or oversize stall- \$20

Please note all stalls are outdoors and need to provide their own gazebo or shelter.

Power is an additional \$5 per stall. If you have requested power for your site you must supply your own leads and connections and follow WH&S requirements in regards to the electrical equipment. No public power points exist on the main street, so if power is required we will need plenty of notice to arrange this for you with selected local businesses.

**Payment for your Stall:**

Cash payments will be collected on the day of the markets.

**Cancellations:**

If you book for a market and find you will no longer be able to attend, please notify us immediately. Monies paid will not be refunded but can be carried forward to an alternative date. Each market will commence rain, hail or shine. We do not refund in the case of bad weather.

**Set up & Pack up:**

You can set up from 8:30 am on Sunday morning for the 9am opening. You must be fully set up by 9.00am. You are to remain set up and not start any form of pack up before 12:00pm. You need to be fully packed up by 12:30pm.

## Terms & Conditions

By applying for a stall you indicate you agree to and will abide by these terms and conditions.

### *Your products*

- You can only sell what has been listed on your application form. If you wish to add new items to your stall, a request must be emailed, with photos, to the market organiser.
- We reserve the right not to accept retailers who do not meet our criteria.
- It is your responsibility to ensure that you conform to any Australian standards, (ACCC) pertaining to your products. The organiser will not be held accountable for any trademark, copyright or safety infringement.
- You must have read and understood the mandatory safety standards applicable to your products and labelling. You can check this at <http://www.accc.gov.au>.

### *Your Stall*

- You cannot share stalls without approval from the market organiser.
- Stall holders cannot be transferred, sublet, franchised or sold to any other person.
- Your stall is to be set up in a professional and stylish manner. Tables are to be completely covered and any boxes/packaging/suitcases etc. must be hidden from view and not impose on neighbouring shop displays.
- You must confine your displays to your allocated space, signs and displays must be within this area. Please keep pathways clear for customers.
- The size and type of signage must comply with the theme of the market and may not be offensive to others. The market organiser reserves the right to stop the stall from trading if the owner becomes offensive towards customers or other stall owners.
- Loud product promotion is prohibited.
- It is the responsibility of the stall to hang, place or fit signage. You must not damage the property of the event venue. You will be billed for any damage caused.

### *Security*

- You are responsible for the security of your items and the market organiser holds no responsibility for any damage or loss of product.
- You take full responsibility for your products, props, and other required materials while in transit.

### *Market Day Responsibilities*

- We have a no smoking policy for everyone within the market area.
- The Gundagai main street is an alcohol free zone. Alcoholic beverage samples need to be taken in front of the stall with the liquor licence.
- Be considerate of other stall holders and help if you can, they will do the same for you.
- You are responsible for leaving your site and surrounding area clean and tidy. Boxes and cartons must be removed from the market area and taken home with you.

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**WH&S Checklist**

Providing a safe market environment is the responsibility of both the market organisers and individual stall holders. Please use the following checklist to ensure that your stall does not pose any risk of injury to yourself, your staff or your customers.

Please advise the Gundagai Visitor Centre immediately of any potential hazards that you notice throughout the market event. Alternatively you can advise the Gundagai Tourism Action Committee volunteer on duty.

Is your stall signage secured and not blocking walkways? YES NO N/A

Is your stall signage in good repair? YES NO N/A

Are tables, chairs, umbrellas in good repair? YES NO N/A

Is your stall stock stored and displayed securely and not likely to fall? YES NO N/A

Are walkways and exits free from obstruction? YES NO N/A

Are floor areas clean and free from obstruction? YES NO N/A

Do you have a bin for your rubbish? YES NO N/A

If selling food, do you comply with NSW Food Authority & Council’s requirements? YES NO N/A

Are you only using an allocated power point? YES NO N/A

Are all electrical equipment, leads and connections tested and tagged? YES NO N/A

Are any of your electrical adaptors ‘piggy backed’? YES NO N/A

Are all electrical leads off the ground or fixed securely to avoid trip hazards? YES NO N/A

Is your gazebo weighted down against the wind? YES NO N/A

Do any gazebo guide ropes cause a risk hazard? YES NO N/A

Do you notice any other potential risks in the market environment? YES NO

If yes, please identify and advise market staff immediately

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**2018 Application Form**

I would like to apply to have a Stall at the Sundry in Gundy Market.

- January     March     May     July     September     November  
 February     April     June     August     October

Name of business .....

Name of business owner .....

Street address .....

City/Town ..... State ..... Post Code .....

Phone number ..... Mobile number .....

Email .....

Website .....

Facebook page .....

Who will be attending the markets to run your stall? .....

Product category (please tick)

- |   |   |
|---|---|
| <input type="checkbox"/> Baked goods                            | <input type="checkbox"/> Antiques                           |
| <input type="checkbox"/> Cooked savoury food                    | <input type="checkbox"/> Clothing                           |
| <input type="checkbox"/> Cooked sweet food                      | <input type="checkbox"/> Soaps/toiletries/cleaning products |
| <input type="checkbox"/> Condiments                             | <input type="checkbox"/> Plants                             |
| <input type="checkbox"/> Coffee                                 | <input type="checkbox"/> Homewares                          |
| <input type="checkbox"/> Drinks (other than coffee or alcohol)  | <input type="checkbox"/> Linen                              |
| <input type="checkbox"/> Nuts, grains & seeds                   | <input type="checkbox"/> Jewellery                          |
| <input type="checkbox"/> Oils & Vinegars                        | <input type="checkbox"/> Toys                               |
| <input type="checkbox"/> Honey                                  | <input type="checkbox"/> Artwork/Prints                     |
| <input type="checkbox"/> Eggs                                   | <input type="checkbox"/> Craft                              |
| <input type="checkbox"/> Fruit & Vegetables –Fresh              | <input type="checkbox"/> Leatherwork                        |
| <input type="checkbox"/> Fruit & Vegetables –Dried or preserved | <input type="checkbox"/> Garden decoration                  |
| <input type="checkbox"/> Wine/Cider/Alcohol                     | <input type="checkbox"/> Furniture                          |
| <input type="checkbox"/> Other: .....                           | <input type="checkbox"/> Tools                              |

Please tell us more about your business and products:

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Are these hand made by you, handmade by someone else or purchased or already made/imported?

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Do you attend any other markets? If so, which ones?

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How did you hear about the Markets?

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*Product Images:*

Please email photos of your products that you intend to sell at the market (or drop in/post), note that this is not required for fresh fruit and vegetables.

*Booking Requirements:*

Stall Size

3m x 5m (\$ 15) or  Extra Large (\$20)      Do you require power (\$5 per stall) Yes No

Current Insurance Policy.....

Insurance is compulsory. Please attach a copy of your Certificate of Currency.

I have read & agree to the market Terms & Conditions

Name.....

Signature.....

Date.....