



Blackville NSW 2343
Sunday, 15 October 2023; 10:00am – 3:00pm

STALLHOLDER INFORMATION AND TERMS AND CONDITIONS 2023

The Blackville Arts & Market Day is a fundraising event and this year is proudly supporting Blackville Public School and Ooranga Family Mobile Resource Unit.

APPLICATION PROCEDURE

- Stallholder applications are open from **Monday 1 May, 2023** until **Friday 30 June, 2023**.
- Stallholders will be notified of the outcome of their application via email by **Friday 14 July, 2023**.
- Payment of stallholder fees will be required by **Friday 11 August, 2023**. The sites of any stallholders whose payments aren't received by this deadline will be reallocated. Bank details will be sent out once your stall application has been approved.
- Acceptance to participate in the Blackville Arts & Market Day and the payment of site fees acknowledges you agree to the Terms and Conditions in this document as set out by the Committee.

SITE COSTS

- Non-powered site 3m x 3m: \$60.00
- Non- powered site 6m x 3m: \$100.00
- Powered site 3m x 3m: \$80.00
- Powered site 6m x 3m: \$120.00

CANCELLATIONS

- Stallholder fees, minus the \$10.00 administration fee, will be refunded to those who cancel their site before **Friday 15 September, 2023**.
- A refund of stallholder fees, minus the \$10.00 administration fee, will be granted if the event is cancelled by the committee.

ON-THE-DAY TIMES

- **Bump-in:** Stallholders will be able to access the site from 7:30am on the day of the event. Upon arrival, stallholders will be directed to their site by members of the Committee. Emergency exits and public clearways are not to be obstructed during stall setup. Stallholders are expected to be respectful of neighbouring sites by not installing displays that exceed their designated area. Exhibitors must remove all vehicles from the event venue by 9:30am, prior to the event opening.
- The location of stalls is at the discretion of the Committee and is not negotiable.
- **Bump-out:** Will be from the conclusion of the event at 3:00pm (please note that this is earlier than at previous events). No vehicle movements are permitted on site until the event concludes.

CASH HANDLING

- All stallholders are responsible for the handling of their own cash and sales. Please ensure you have a sufficient float for cash handling; there is no ATM on-site. It is advisable to have your own EFTPOS machine if possible. Money security will be the responsibility of each stallholder.



INSURANCE & SECURITY

- Public Liability Insurance will be taken out for the general public area by the Blackville Arts & Market Day Committee.
- The Blackville Arts & Market Day Committee takes no responsibility for payments and/or sale agreements of goods sold from your stall.
- Each stallholder is responsible for their staff, as well as their own produce/products (if applicable) and Public Liability Insurance. In order to participate in this event, stallholders are required to have their own Public Liability Insurance to the value of \$20 million, and provide a copy of their Certificate of Currency to the Committee as part of their application.
- Stallholders are responsible for their own stall security. The Blackville Arts & Market Day Committee takes no responsibility for any damage to your product during the event.

HEALTH & SAFETY

- Stallholders are responsible for keeping their site clean and tidy, and for the removal of rubbish.
- Please ensure all stall equipment - including but not limited to tents/gazebos, tables, clothes racks, etc - is set up safely.
- Tents/gazebos must be weighted down or secured to the ground, and electrical cords must be tested and tagged.
- If you are cooking onsite, you must have an appropriate fire extinguisher and fire blanket .
- Some powered sites will be powered by a generator. The area surrounding the generator will be cordoned off and will be a no-go-zone for stallholders and market-goers to ensure everyone's safety.
- Please be mindful of trip hazards for patrons when setting up your stall.
- Should any Community Health Restrictions be applicable at the time of the event, stallholders are responsible for adhering to and implementing these for visitors to their sites.
- Strict regulations apply for the handling and preparation of all foods and must be adhered to at all times.
- Food stalls need to practise safe food handling and preparation to meet food safety requirements including:
 - Notifying the Liverpool Plains Shire Council (LPSC) of their business and food activity details
 - Appointing a Food Safety Supervisor (FSS) (if applicable) - <https://www.foodauthority.nsw.gov.au/retail/fss-food-safety-supervisors>
 - Meeting the requirements of the Food Standards Code
 - For further information: <https://www.foodauthority.nsw.gov.au/retail/markets-and-temporary-events>

PROMOTION

- A limited paid advertising campaign, alongside organic social media promotion will run prior to the event. There may also be media coverage on event day.
- The links supplied on your application form will be used to promote your business online ie. website, social media pages for the Blackville Arts & Market Day. If you fail to provide this information, you will not be promoted through our channels.

CONTACT

- Please send all enquiries to the event's Market Coordinators via email at info@blackvillemarkets.com



2023 STALLHOLDER APPLICATION FORM

Business/organisation name	
Contact person(s) name	
Mobile number	
Email	
Postal address	
Promotional details	Website: Facebook Page: Instagram Profile:
Description of your stall and products	
Size of Site	<ul style="list-style-type: none">● 3m x 3m (Single)● 6m x 3m (Double)



Will you require a powered site?	<ul style="list-style-type: none">● Yes● No <p>If yes, what do you require power for?</p> <p>Are you able to bring your own source of power?</p> <p>How many power outlets do you require?</p> <p>How many amps do you require? 10 amp or 15 amp</p> <p>*Please note, you are required to bring tested and tagged extension cords of 20 metres for each power outlet that is required.</p>
---	---

STALLHOLDER APPLICATION CHECKLIST

- Stallholder Application form
- A Certificate of Currency confirming your Public Liability Insurance
- If applicable, a copy of your Food Handling certificates and Food Safety Supervisors (FSS) certificate

Please note all items on this checklist must be supplied in order for your application to be considered.

Please forward these documents to info@blackvillemarkets.com by **Friday 30 June, 2023**.