

Treasures & Tastes @ Trinity

Indoor Makers' and Growers' Market

177 Union Road, Surrey Hills (cnr Montrose Street)

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MARKET GUIDELINES

Market Committee

"Treasures & Tastes @ Trinity" is operated by the Market Committee on behalf of Holy Trinity Anglican Church, Surrey Hills. The Market Committee reserves the right to amend or update these guidelines as required. Stallholders will be notified of any changes which may affect them.

Market Coordinator

The Market Coordinator, or a substituted Committee Member, is responsible for overseeing each market. If stall holders have queries please direct them to the people named on the Committee who will wear an identifiable name badge at each market.

Dates of Market days

Markets will usually be held on the third Saturday of each month except January, February. The hours open to the public are 9.00a.m. to 1.00p.m. Stall set up is from approximately 7.30a.m. Stall holders must be set up before 8.45a.m. and remain set up until the market closes at 1.00p.m. Only with the coordinators' specific permission can stall holders pack up or leave early.

Traffic Management

Goods and equipment must be unloaded and loaded outside the hours of market operation times, allowing enough time to set up, i.e. before 8.45a.m. Unloading and loading of vehicles can occur from the front of the church building OR the car park at the rear – entry from Montrose Street. As unloading and loading space is limited please ensure that unloading and loading is completed quickly and that your vehicle is moved away to allow others to have their turn. Your vehicle must be moved before commencing any setting up of your stall. Stall holders are expected to behave in a manner that is considerate of others. Parking in the area surrounding the hall is restricted and stallholders utilizing these spaces during market hours may prevent customers from parking and attending.

It is suggested that stall holders park their vehicles in the car park at Surrey Hills Railway Station.

Goods for Sale

The major portion of each item for sale must be made, produced or grown by the seller. Commercially manufactured goods will not be approved. Secondhand goods will not be approved. Where goods are a combination of home-made craft and commercially manufactured elements, the proportion of home-made craft must be substantial. If a stall holder desires to introduce different goods or change the type of goods already being marketed application should be made to the committee.

Other promotions

If a stall holder desires to promote another market, event, business venture, interest, hobby etc. please seek the permission of the committee. Sale of raffle tickets at the market is not acceptable.

Regular and Casual Stall Holders

Stall holders may at first be on a waiting list or holding a casual position, slotted in on market days when required to fill in. There are a number of factors that affect the situation of any stall, such as whether someone else is selling similar items, size of stall and available space, offering sufficient variety, etc. These decisions are at the discretion of the market committee.

Insurance

Stall holders must have Public Liability Insurance. If a stall holder does not provide evidence of their own insurance cover, Holy Trinity Anglican Church Surrey Hills, as operators of the market, will provide cover at a cost of \$5.00 per stall holder per market.

Stall holder contributions

The amount of the contribution is decided by the Market Committee and is subject to change. Stall holders will be advised in writing of changes. Current cost is based on a standard trestle table size of 1.8 metre = \$26.00. Stallholders using card tables are charged at the rate of \$15 for one table or \$26 for two card tables. Tables are not to be more than 1 metre in depth. **Hanging space beside a table (i.e. floor space) is costed.**

Outdoor stall sizes and charges vary. A charge of \$10 per square metre can be used as a guide.

Contributions are to be made monthly in advance by way of bank transfer to Commonwealth Bank bsb 063109, Account No. 11055567. Whether paying at the bank or on-line ensure your name is on the payment. If paying by cash at the market please obtain a receipt. Receipts are not issued for bank transfers. Please do not forward cash in the mail. Cheques are to be made payable to **Holy Trinity Anglican Church Surrey Hills**. It is the stall holder's responsibility to ensure their booking is made in advance. If you desire confirmation of your booking please contact the coordinator.

Indoor stall size

The minimum stall space is one square metre. The usual stall size is 1.8 metres. Stall holders are not permitted to double up and share a stall space without permission of the committee.

Notice of cancellation of stall space

Cancellation must be at least 14 days prior to the market date in order to receive a credit for the next market attended. Failure to do so may result in forfeit of your payment. The only exception is if a stall holder is unable to attend due to unforeseen circumstances, when it will be left to the discretion of the committee to decide. If the committee is aware you will not be in attendance then another stall holder can use that space.

Equipment

Stall holders are advised that there are tables (1.8m long) for hire at \$7 each per market. Chairs are free. Booking in advance for tables is essential.

Presentation and Cleaning Up

Stall holders are to provide their own presentable cloth or material to cover the front and sides of trestles or tables **down to the floor**. If stall holders are using church trestles or tables, these will be set in place but stall holders must supply their own covering cloth. The floor area beneath and surrounding stalls must be left spotless on departure. All waste and excess items, including boxes, paper etc. must be removed by stall holders and taken off the church property.

Food stalls

Stall holders selling food are required to adhere to health requirements and must be registered with the City of Boroondara each year and comply with council regulations in regard to preparation and presentation of food products.

- ♥ Food for sale must be covered at all times
- ♥ Utensils must be used when cooking or handling food for sale
- ♥ Food products that are packaged must be labeled with a list of ingredients, the name, address and telephone number of the stall holder and a use-by date.
- ♥ Stall holders selling food must wear aprons during market hours.
- ♥ Food products and non-food items may not be offered for sale on the same stall.
- ♥ Stall holders selling prepared food must present a current copy of their kitchen registration.

Please check with the City of Boroondara, telephone 92784710, for their full list of requirements.

Sales on Consignment and Commission

All goods for sale must be made, grown or produced by the stall holder. There is to be no selling of goods on consignment.

Stall locations

Please refer to a list provided near each entrance on the day of the market. Stall numbers will be displayed at the location of your stall. External stalls' location depends on space availability on the day of the market and may change from market to market. It is not possible to provide a location on request due to factors outside the control of the market committee.

Demonstration of craft skills

Stall holders are encouraged to demonstrate their skills in their craft work during a market, providing such demonstrations do not put at risk the safety of other people or property.

Refreshments

Tea, coffee and water is supplied by volunteers from Holy Trinity Anglican Church for all stall holders and their assistants free of charge on the day of the markets.