**Dear Rokeby Market Applicant,**

Hello and Welcome to 2020…Are you having fun yet?

What we all know at this point in time, is that there is nothing more certain than uncertainty. That said, the best we can do is work within the regulations that allow us to enjoy our modest freedoms, like a local country market held in the open air on a fantastic public reserve! How good is that!?

Our market has been running since the 1970’s, so we are keen to keep the record going.

Currently we have been advised by the Department of Health and Human Services that we cannot run our market in Stage 3 Covid Restrictions, as we are classified as a “retail market” not a dedicated food market. So therefore, we will not be running the September Market

We will be running the Rokeby Market every second Saturday of each month from October to May 2021 this season assuming (pending approval from DHHS)

Our market themes are ***“Make it, Bake it, Grow it, Breed it”*** with an emphasis on sustainability and locally sourced goods and services.

If you were with us for the 2019, you would know that the new market committee were able to significantly boost our visitation and interest through a strong social media campaign and fresh site branding. Entertainment also proved popular, and overall we have brought new vendors and enlivened local and metropolitan interest.

We had a great time managing the market last season, and we are putting in place plans to enable us to continue to run safely come September.

*As you would anticipate, there have been some significant changes to the way our market will operate due to Covid-19. These are detailed below and will require that you inform us as soon as possible if you will be able to adjust accordingly.*

*The market for 2020 season will be Open Air only, with additional sites located and spaced on the reserve and tennis court. Social distancing rules will apply.*

If you were a previous stallholder and you intend to return, please tell us at your earliest convenience.

Upon receipt and review of your application, subject to site availability and the type of goods you sell, we welcome you to join us in delivering a great market experience for all our customers and the local community.

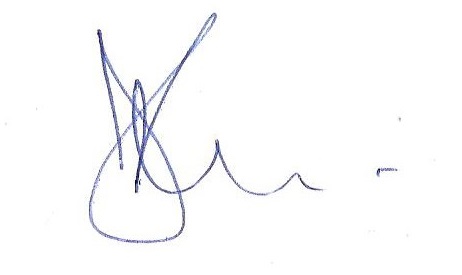
Bookings for each market will be accepted up until the Wednesday prior to market day.

We will notify all stallholders and staff at least 10 days in advance of each market as to whether the market will run based on Covid Restrictions at the time.

Your Market Registration form is enclosed – please check that your contact details are correct, and return the form by email to [info@rokebymarket.org.au](mailto:info@rokebymarket.org.au).

or post to (*P.O. Box 636 Warragul, 3820*)

Warm Regards





Jill Fitzroy Kate Hill.

Rokeby Market Coordinators

Stallholder fees 2020 Season

Market Fees for all stallholders per site have been standardised for 2020 and are $25 for all.

The market committee have come to this decision as it enables utmost flexibility for stallholders to decide if they want to come on the day depending on CHO and Government health advice.

You can be considered as a Permanent Stallholder if you commit to at least 5 markets and you are accepted by the Committee who limit the number of stallholders in each category to balance the market offering on behalf of customers and stallholders.

For this, where possible you will be given a permanent position where possible. Note however for operational reasons including appropriate social distancing, and seasonal requirements the committee reserve the right to move stallholders as required.

All stall fees will be collected ***on the day*** and can be cash or cashless deposit.

On the day we can take a booking for the following months’ market should you wish to have site certainty.

If you were booked and paid , for the two cancelled markets in 2019 (April and May) you will be given a full credit.

If you are not returning, please tell us and you will receive a refund payment.

Rokeby Hall

Due to Covid-19, the market committee cannot regulate safe social distancing in the hall, and as a result the *Rokeby Hall will be closed for 2020 season.*

Previous stallholders in the hall will be welcome to relocate onto the reserve, and we will be locating stallholders as close to their preference as possible.

Stallholder responsibilities to social distancing and hygiene

As a stall holder it is your responsibility to assist the limited number of volunteers to enforce social distancing and good hygiene practice.

If you have a very busy stall, you may need to consider the addition of serving staff or if you can arrange your stall in a way that will facilitate swift service and safe spacing of patrons. The committee will be happy to assist you to recommend table positions etc should you need it.

We request you bring a bottle of hand sanitizer for use by your staff and customers and bring masks and use them if you are in areas where social distancing cannot be maintained.

Please ensure your customers queue up maintaining a 1.5 meter gap. We will assist you in marking spaces on the ground near your stall.

We are encouraging and recommend you have the facilities to offer etfpos. We can recommend the use of a “Square” which is very easy to install and links to your bank account via mobile phone app.

Have a look at [www.squareup.com](http://www.squareup.com) for contactless payment options.

***“Make it, bake it, grow it, breed it”***

**Rokeby Market 2019-2020- New Stallholder Information**

1. **Market hours  
   Trading for this year is from 8am onwards to 12:30pm**
2. **Payments**Can be made on the day to a committee representative, or in advance by direct deposit or cheque {see below).
3. **Bookings  
   For new Stallholders** Can be made by filling out the market registration form below,   
   **For existing Stallholders**, On market day for the next market, or by email/phone up to 8pm the Wednesday Prior to market day.
4. **Cancellations**If you can’t attend a market and you ring us by 8pm on the Thursday prior we will give you a credit of $15 for permanent private/business or $10 for community fundraising permanent stallholders
5. **Insurance**   
   The Rokeby Hall and Reserve committee has insurance for public liability.   
   For those who are classified as high risk (consumables, cosmetic products, massage, alcohol) you are required to hold a Public Liability Insurance Policy for not less than $10M.   
   A certified copy of the current policy statement issued by the insurer, or a certificate of currency must be provided to the Market Committee in order to assess your application.
6. **Food and Drink sellers**   
   All stallholders selling food or drinks of any kind must register with Baw Baw Shire and provide a copy of the registration certificate received from council.
7. **Outdoor stallholders**  
   Stall holders are required to provide their own furniture, equipment and power as required.  
   Stall areas are approximately 8mx4m. Please stay within your designated area for safety and access reasons. Please be on your site by 8.00 am. There will be no vehicle access on the market site after this time.
8. **Indoor stallholders**   
   Trestle tables will be provided for indoor stallholders.
9. **Goods and Services Sold**  
   The market theme “Make it, Bake it, Breed it, Grow it” market. All products should be made by the stallholder. Commercial goods will be not be accepted and only the products listed on your registration form be sold. You will be asked to remove any products that the committee deems unacceptable.
10. **Market Pack-up**   
    The stall holder must remove boxes, cartons and rubbish from the market area.
11. **Raffle tickets**   
    May not be sold without prior permission from the committee. Permission will only be given to fundraising groups’ e.g. local schools, churches and community groups.
12. **The Committee accepts** no responsibility for adverse weather, loss or damaged goods, or injury to any person attending the market. The market Committee reviews all new applications and in market to ensure that stallholders goods fit the market criteria. In addition, there are limits placed on the number of stallholders in each category to ensure the market is acting in the best interests of stallholders and customers. The market committee reserves the right to move any stallholder as required in the interests of market presentation, customer flow and safety or remove stallholders that breach market guidelines or safety requirements.
13. **Notification**  
    We will notify you upon successful processing of your application, the availability of a stall and its location. Casual stallholders can be moved from market to market based on site availability
14. **Market Safety Stallholders responsibility.**It is the stallholders’ responsibility to provide a safe stall environment. You must be set up and all car movements into the market area must cease by 8am. In addition, NO stallholder can leave the market are by car until after 12:30pm. If you must leave prior to then, please contact a market volunteer who will arrange to escort you out safely.
15. **Safe Infrastructure**All stallholders must ensure that all site infrastructure including marquee structures, product racks shelves and stock are adequately secured to prevent injury to the public and fellow stallholders.
16. **Tent Weights**It is an important Health and Safety Requirement that Stallholders are responsible for ensuring the safety of their Tent or Marquee. Rokeby Market does not accept liability for Tents not kept in a safe condition. Adequate anchoring and /or weights must be used on each leg of a Marquee to ensure it is secured but also free of obstruction from Market attendees. For guidance, a typical product you can source (or make) as part of a Marquee retaining system could be the OZ-trail Base Pods Kit (4 Pack) sold by Bunnings would weigh 11.5kg per base filled with sand. There are other weights and anchoring systems available that should be assessed by each Stallholder when evaluating the safety of their Marquee. <https://www.bunnings.com.au/oztrail-base-pods-kit-4-pack_p3191433>

**BOOKING FORM FOR SEASON – OCTOBER 2020 TO MAY 2021**

Please indicate which months you will attend (this will assist with our market layout month to month)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **10/10/20** | **14/11/20** | | **12/12/20** | **09/01/21** | | **13/02/21** | **13/03/21** | | **10/04/21** | **08/05/21** |
|  |  |  | |  |  | |  |  | |  |  |
| Your Stall/Company Name: | | |  | | | | | | | | |
| Contact Name: | | |  | | | | | | | | |
| Email: | | |  | | | | | | | | |
| Address: | | |  | | | | | | | | |
| Mobile: | | |  | | | Landline /Other | | |  | | |
| Emergency Contact Name | | |  | | | Emergency Phone | | |  | | |

**Goods Sold - please make sure that all the things you want to sell at Rokeby are listed here. This is the paragraph that will appear on the Rokeby Market website to let customers know what you sell. If you would like customers to be able to contact you between markets, please include the contact details you would like to have shown on the website in your paragraph.** (phone number/email address)

|  |
| --- |
| **Your Stall details here:** |

**Site fees for season 2020-2021 are set at $25 for all, and will be collected ON THE DAY.**

|  |  |  |  |
| --- | --- | --- | --- |
| Stallholder Type | Private or Business  Stallholder | Community Groups (Fundraising) | Community Groups (Information/free services) |
| All | $25 | $20 | $0 |

Payment will be taken on the day, either cash or contactless deposit. Receipt will be issued on the day.

**Please email completed form with copies of your relevant insurance and registrations to:**

[**info@rokebymarket.org.au**](mailto:info@rokebymarket.org.au) **or by post to**

**Rokeby Market, PO Box 636, Warragul 3820**

### **For Any other enquiries please call 5626 8523 .**

### **Note this phone is manned by volunteers and it may take a few days for us to respond.**