

Dear Rokeby Market Stallholder,

Welcome everyone to season 2021-22!

This time last year, our committee were really wondering how we were going to be able to implement and manage the necessary protocols for running a market under “covid-normal” conditions. It was pretty nerve-wracking getting across all the detail, and those first few markets were very memorable.

But guess what? We thrived, and the market season was compliant with the restrictions, better attended, and just as much fun!

We had to change a few modes of operation, and we will continue with these for the foreseeable future.

Monthly allocation will continue across 2021-22 season, and we will also be increasing the site fees to a flat \$30 for all vendors.

We will continue as an open-air market, so no stalls will be allocated in the hall, which will remain closed to the public on market day.

We have a market Mobile! Please put this number in your contacts list 0493201291

The committee will continue to invest in the market, particularly through use of professional social media marketing, which has resulted in increases in market visitation throughout last year, along with investments in powered sites and market day entertainment.

We also continue to provide insurance coverage for our market and stallholders (except food vans) ensuring coverage is maintained particularly for our smaller stallholders. We have also incurred additional costs associated with cleaning and covid safe protocols to ensure we can keep all of our customers, stallholders and volunteers safe.

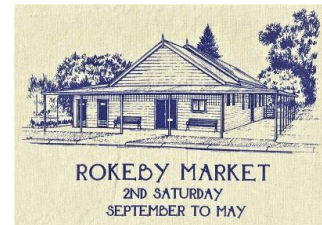
All proceeds raised from the market go towards the maintenance and improvement of Rokeby Hall and Reserves and local community projects.

In the next few weeks we will send out a “cheat sheet” showing how you can use social media to best effect and have your posts linked through to the market stories and posts. Please follow these helpful hints, as it will ensure you get a high level of exposure and circulation across all our market media accounts.

REMEMBER.....

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

Our markets run on the second Saturday of each Month, from September to May from 8:00am to 12:30pm.



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

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

Warm Regards

Jill Fitzroy
Rokeby Market Coordinators

Kate Hill.

Market Mobile 0493201291

ROKEBY MARKET STALLHOLDER INFORMATION 2021-2022

Stallholder fees 2021-22 Season

All stall fees will be \$30, payable on the day.

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

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 2021-22 season.*

Stallholder responsibilities to social distancing

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.

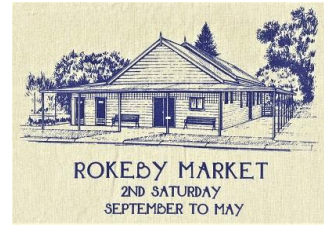
We request you bring a bottle of hand sanitizer for use by your staff and customers and bring masks and use them if you are in areas where social distancing cannot be maintained.

Please ensure your customers queue up maintaining a 1.5 meter gap.

We are encouraging and recommend you have the facilities to offer Eftpos. 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 for contactless payment options.

“Make it, bake it, grow it, breed it”



Rokeby Market 2021-2022- New Stallholder Information

BOOKING FORM FOR SEASON – SEPTEMBER 2021 TO MAY 2022

PLEASE EMAIL OR MAIL THIS FORM NO LATER THAN 23RD AUGUST 2021

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

11/9/21	09/10/21	13/11/21	11/12/21	08/01/22	12/02/22	12/03/22	09/04/22	14/05/22
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Stall/Company Name:								
Contact Name:								
Email:								
Address:								
Mobile:					Other			

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 2021-2022 are set at \$30 for all, and will be collected ON THE DAY.

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

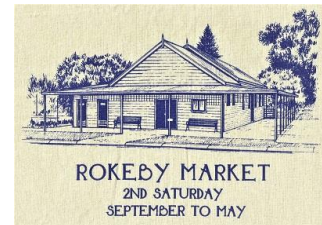
Please NOTE the change to our market phone !

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

info@rokebymarket.org.au or by post to

[Rokeby Market, PO Box 636, Warragul 3820](mailto:info@rokebymarket.org.au)

[Market mobile: 0493 201 291](tel:0493201291)



ROKEBY MARKET TERMS AND CONDITIONS SEASON 2021-2022

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 2021-22 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

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.

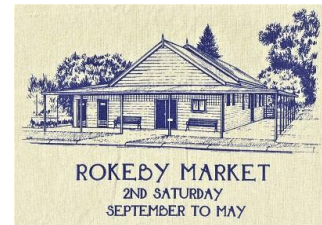
Please ensure your customers queue up maintaining a 1.5 meter gap .

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

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Rokeby Market 2019-2020- New Stallholder Information

1. **Payments**
Can ONLY be made on the day to a committee representative.
2. **Bookings**
For all Stallholders Can be made by filling out the market registration form below,
Cancellations
If you can't attend we need to know by the Sunday prior to market day where possible. We have a long waitlist of Stallholders who are keen to take up these spots. Stallholders with a history of cancellation who fail to notify us will lose their place at subsequent markets.
3. **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, food vans) you are required to hold a Public Liability Insurance Policy for not less than \$10M.
4. **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.



5. **Sites**

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 7:30am. There will be no vehicle access on the market site after this time.
6. **Verandah stallholders**

Trestle tables will be provided for verandah stallholders.
7. **Goods and Services Sold**

The market theme is "Make it, Bake it, Grow it, Breed it". All products should be made by the stallholder. Commercial goods will 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.
8. **Market Pack-up**

The stall holder must remove boxes, cartons and rubbish from the market area.
9. **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.
10. **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.
11. **Notification**

We will notify you upon successful processing of your application, the availability of a stall and its location. Stallholders may be moved from to different sites based on availability and market layout requirements.
12. **Market Safety Stallholders responsibility.**

It is the stallholders' responsibility to provide a safe stall environment.
13. **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.
14. **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