

## **Stall Holders Information Kit**

**The South Sydney Industrial Markets** are an exciting new concept in community markets, and an ideal opportunity to increase business exposure and community networking.

There is room to accommodate hundreds of stalls at the new South Sydney Markets - from fresh produce, fashion, arts & crafts to second hand goods and more! We are expecting up to 6,000 weekend customers.

### **Location**

South Sydney Markets is located in the heart of Alexandria at 75 – 85 O’Riordan St (opposite Domayne), close to the city, airport and local outlet shops. Other entry to the Sunday Markets is via 160 Bourke Road (next to the Australia Post).

### **Transport**

The quickest route from the Northern Suburbs is via the Eastern distributor, and via the M5 from Southern and Western Sydney. Public transport is also close by— 500 meters from Mascot train station, and close to Green Square station. Week day’s buses from the city also stop along Bourke Road.

### **All weather Markets (rain or shine)**

The South Sydney Markets operate undercover in a new industrial looking warehouse behind the Harley Davidson showroom.

### **Security**

There is a heavy focus on security at South Sydney Markets with around 160 cameras which operate 24/7 ensuring safety for every one on site.

### **Power**

Stalls have power point facilities as required, as well as powered storage and powered car park. Please bring your own extension lead and power board.

### **Environment**

South Sydney Markets is eco-friendly with a waste management system, which divert 90% of waste from landfill and collects rain water for recycling.

### **Advertising Campaign**

South Sydney Markets is investing in the following media channels to promote the Markets:

- Radio 2GB am and WSFM
- Local newspapers (Southern, Central, Inner West and Wentworth Courier)
- 250,000 letterbox drops
- Internet (website, facebook, Google)
- Shuttle bus advertising
- Banners, flags and posters

## Stall Holders Information Kit

Before trading, all storage + stall holders must complete the Registration Form and sign the Information Kit. Please keep a copy for your records and mail it back to [diogo@southsydneymarkets.com.au](mailto:diogo@southsydneymarkets.com.au) or fax it to 9469-5699

### **1) Permanent storage + stall cost**

Permanent stalls must pay four weeks in advance

Marquee (3m x 3m) = \$50       Trestle table (1.8m x 0.73m) = \$25

\* Storage includes one movement per week per pallet; the subsequent pallet space costs \$10.50 per week. Powered storage costs extra \$10.50

### **1. a) Casual stall cost**

Casual stalls can pay in advance online or cash on the day

Marquee (3m x 3m) = \$70       Trestle table (1.8m x 0.73m) = \$35

### **2) Equipments for hire**

Marquees = \$25       Trestle tables = \$5

\* Limited marquees and trestles tables are available for hire.

### **3) Trading time**

Every Sunday, rain or shine, from 10:00am to 3:00pm to the general public.

\* Stallholders are required to arrive from 7am to 9am. No one will be accepted after 9:15am

### **4) Arrival time**

Arrival time is from 7am to 9am, depending on how long it takes you to unload and set up with the high standard of visual merchandising presentation.

Stallholder will not be authorised to unload after 9:15am.

Every vehicle must be removed from the market place after unloading, leaving the area clear for the next vehicle to unload.

The Markets close at 3:00pm. Stall holders must not pack up or leave the Markets before closing time. All vehicles will be allowed to drive in only after 3:00pm.

### **5) Site entry**

We recommend entering via 75 O' Riordan St (next to Harley Davidson), or via 85 O' Riordan St (next to Office Works) or alternatively via 184 Bourke Rd (next to the ANZ Bank). Follow the Markets signs to unload, park and set-up.

### **6) Parking**

Vehicles that need power for refrigeration will be parked at the upper basement level of West side building. Any other vehicles will be directed to Bourke Road car park (next to the Australia Post) Please respect the security personnel instructions. Your vehicle must be moved from the market area by 9.45am and only permitted to come back after Markets finish at 3:00pm.

### **7) Unloading, Parking, Setting up, Packing up & Loading**

Stall holders are responsible for their own set up, cleaning and dismantling of their stalls, as well as the loading and unloading of their products and equipments.

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### **8) What to bring**

You will need marquees, sun umbrellas, sand bags weights, trestle tables, table cloths, racks, price signs, displays and promotional materials.

### **9) Layout positions**

All stalls are allocated respecting the product mix layout availability previously defined as show in the South Sydney Markets layout map.

### **10) Public Liability Insurance**

Public Liability Insurance, including Workers Compensation, is compulsory for all storage + stall holder value of \$10 million.

For further information visit: <http://www.netinsure.com.au/index.html>

Costs for non-food store holders = \$225 (for \$10 million cover)

Costs for food store holders = \$255 (for \$10 million cover)

Copies of all insurance policies must be attached to your Registration Form before you may begin trading. The South Sydney Markets does not provide Public Liability or Product Liability Insurance for store holders.

### **11) Special license to sell food**

All food vendors need to be licensed as Temporary Food Stall through the NSW Food Authority. For more information, visit <http://www.foodauthority.nsw.gov.au>

### **12) Booking a position**

*Option 1:* Book on the internet at [www.southsydneymarkets.com.au](http://www.southsydneymarkets.com.au)

Download the Registration Form, fill in and fax it back to 9469 5699.

After approval of your application you will receive an e-mail within 5 to 10 days.

*Option 2:* Send an e-mail to [info@southsydneymarkets.com.au](mailto:info@southsydneymarkets.com.au) asking for the Registration Form or call 9469 5624 for more information.

### **13) After sending the Registration Form**

You will get an e-mail or a phone call within 5 to 10 days.

Once your application has been approved you will receive the Information Kit and the layout map.

*\*You are not allowed to start trading before your application has been approved.*

### **14) Payment**

Payment can be made via credit card on line at [www.southsydneymarkets.com.au](http://www.southsydneymarkets.com.au)

All stall holders that have not electronically pre-booked, can pay with cash on the day.

### **15) Cancellation**

Notice of cancellation must be received 7 days prior to the Markets day, any later the cancellation reimburse will not be accepted.

### **16) Products**

You can only sell the products that have been approved in your Registration Form.

#### **The following products are not allowed for sales:**

- Pirate CD's or DVD's, goods that infringe any copyright, registered trademark or registered designer brand names goods;
- Prohibited firearms, ammunition, fireworks and laser pointers;
- Illegal drugs and drug apparatus;
- Alcoholic drinks and cigarettes;
- Obscene publications;
- No offensive, counterfeit or merchandise that cannot be sold under relevant law.

*\*N.B. anyone found selling these products will be reported to the police immediately and banned from site.*

### **17) Cash handling**

All store holders are responsible for their own risk related with collection and transport of money to and from the Markets. It is recommended to bring a minimum of \$50 change in gold coins and \$5.00 notes.

### **18) Clean Markets**

All stall holders are required to clean their trade area before departure. All garbage, e.g. cardboard boxes, milk crates or bread trays, must be removed from the area before departure and disposed of in the appropriate waste management area.

### **19) Smoke free area**

The Markets trading area is a smoke free zone. There are multiple smoking areas fitted with ashtrays for cigarette butts around the site. Please do not smoke around your stall position.

### **20) ATM**

The closest ATM is located at 180 Bourke Road (ANZ branch).

### **21) Occupational Health & Safety**

- Please act in a safety conscious manner at all times.
- Be cautious of pedestrians and not exceed 10kph when driving on or off the site.
- Please report all spill and breakages to our cleaning staff to avoid accidents.
- All hot food stallholders must be equipped with a fire extinguisher and fire blanket.
- Please call 000 for emergency services.
- All security personnel have first aid training and can be contacted if there is an accident at 9469 5666, or in a potentially hazardous situation.
- Please ensure that your marquee is secure, and no items may fall or be a hazard.
- All stock products and packaging must be kept in the stall area and not littered around the market place.

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### **22) Further Obligations**

- Market management or security personnel reserve the right to remove any stall holder from the site if they are causing damage or interfering with any other stall holder.
- Offensive behaviour or physical violence will result in the offender being removed from the site.

### **Declaration**

I sincerely declare that I read and agreed to cooperate with all South Sydney Industrial Markets Rules & Regulations above.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

\_\_\_\_\_  
Storage + stall holder signature

\_\_\_\_\_  
Date

### **For more information contact:**

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