

# HAMLEY BRIDGE MARKET STALL INFORMATION

Sunday 29<sup>TH</sup> September 2024

9:00AM – 1:00PM

HAMLEY BRIDGE INSTITUTE - 12 GILBERT STREET, HAMLEY BRIDGE



Our event is council approved and has been approved for a short-term liquor license.

All proceeds from the registration fees go towards the Hamley Bridge Community Association Inc. & the Hamley Bridge Institute.

## Please read this document before registering.

Market Manager: Melissa Collinge

Phone: 0400282574

Email: [HamleyBridgeCommunity@gmail.com](mailto:HamleyBridgeCommunity@gmail.com)

Facebook: <https://www.facebook.com/hamleybridgemarket>

## STALL SITE TYPES & DIMENSIONS

All sites will be marked inside and outside to easily locate your site.

**INSIDE SITES** are 2.4m x 2m. A table can be provided for each space. Tables are 2.4m x 0.7m. Tables are limited and must be requested prior to the market in writing (registration form or email after registration).

**OUTSIDE SITES** are 3m x 3m, BYO tables and shade.

If you have a van, please book enough space for it to fit. Food vans generally require a minimum of 2 spaces.

If you require your vehicle to be behind your stall, please note this on the registration form. Please understand that at some previous markets we have had limited space and may not be able to accommodate your vehicle.

## PRICING

**General Stall holders & Food Vendors**

\$20 per site. \$10 per additional space.

**Hamley Bridge Residents / Hamley Bridge Non-for-profit groups**

\$10 per site. \$5 per additional space.

**Informational only Stalls** (no orders/or exchange of money)

FREE

**Power Access** (Limited sites available)

\$5 per site.

## REGISTRATIONS & SITE BOOKING

**THE LAST DAY TO REGISTER IS FRIDAY 13<sup>th</sup> SEPTEMBER** and will not be accepted after this date. Please understand we are a volunteer and non-for-profit group, and these events take careful time & planning. Although the closure date is not until 2 weeks before, we encourage you to apply as soon as possible to one secure your spot and to aid us in promoting the event the best we can.

To register, please fill out the registration form. Please include as much detail as possible and tick any boxes that apply to your stall. This is so that we may accommodate your stall as best we can and make the event run as smoothly as possible. If you have any issues filling it out, please contact the market manager.

Return this form to the Heart of Hamley Community Op Shop, Light Street Hamley Bridge SA 5401 or email to [HamleyBridgeCommunity@gmail.com](mailto:HamleyBridgeCommunity@gmail.com)

Once the registration process is complete, we will be in contact with you no later than 7 days before the event.

## PAYMENTS, RECEIPTS & REFUNDS

Please confirm your site booking with the market manager before making any payment.

Payments can be made via cash in person at the Heart of Hamley Community Op shop OR via bank transfer to:

**Bank:** Beyond Bank

**BSB:** 325 185

**Account Name:** Hamley Bridge Community Association

**Account Number:** 0327 9470

**Reference:** Market stall & Name or Business name

**All payments are to be made within 7 days of registration confirmation to book the site.** No site booking will be fully accepted without necessary documentation and payment. Tax Receipts need to be indicated on the registration form. **Any cancellations after 13th September will not receive a refund or transfer to other events.**

Refunds can take 7-28 days to process.

## PRODUCT & PUBLIC LIABILITY INSURANCE

All stall holders must have appropriate product and public liability insurance. Please provide a copy of your public liability insurance certificate of currency **with** your registration form.

If your insurance is due to expire before the event, please provide the current proof of cover and send the renewed cover ASAP. Your insurance invoice is not proof of insurance and will not be accepted. If you do not have a “Certificate of Currency”, please contact your insurance provider.

The HBCA can provide insurance cover for one day to stall holders without an ABN and NOT selling products on this list below. One-day public liability insurance cover is \$15 per stall holder. To endorse a stall holder under HBCA’s insurance, we provide LCIS with their name, contact number, email and a list of products being sold.

Activities and/or products not covered by this insurance include:



Goods	Services	Child & Baby	Entertainment	Animals	Dangerous Goods	Alcohol & Tobacco
<ul style="list-style-type: none"> <li>• Goods imported by you</li> <li>• Protective or safety equipment and/or clothing, eyewear and life preservation products</li> <li>• Second hand electrical items &amp; tools</li> <li>• Automotive parts/accessories of any nature (including motor cycles)</li> <li>• Sporting goods/equipment</li> <li>• Vaporisers and humidifiers</li> <li>• Nutraceuticals or cosmetics</li> <li>• Detergents and/or soaps (including natural) manufactured by Insured</li> <li>• Candles of any description and including the burning or heating by flame of oils/essences but excluding incense sticks</li> <li>• Vitamins, minerals, herbals and other health supplements (other than food)</li> </ul>	<ul style="list-style-type: none"> <li>• Treatment risks including massage, acupuncture, chiropractic treatment and natural therapies</li> <li>• Any medical device or alternative therapy medical device including any massage device</li> </ul>	<ul style="list-style-type: none"> <li>• Child minding activities</li> <li>• Toys</li> <li>• Childrens Bicycles, Skateboards, roller skates, scooters and associated protective equipment</li> <li>• Inflatable pools, life jackets, floating devices and other floating aids</li> <li>• Children’s toys</li> <li>• Children’s cubby houses</li> <li>• Children’ swings, slides, playground equipment or climbing equipment</li> <li>• Baby/Infant clothing/children’s clothing</li> </ul>	<ul style="list-style-type: none"> <li>• Jumping castles, inflatable slides, trampolines, amusement rides</li> <li>• Photobooths</li> <li>• Amusement rides/devices – mechanical, powered or animal</li> <li>• Bicycles, Skateboards, in line skates, roller skates, scooters and associated protective equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Live animals</li> <li>• Sale of animals</li> <li>• Sale of animal feed, pet food or pet food supplements. Not including pet treats for domestic animals</li> </ul>	<ul style="list-style-type: none"> <li>• Swords, Spears, Bows, Crossbows, Firearms, ammunition or weapons of any kind</li> <li>• Knives, not including chef/kitchen knives or garden pruning equipment</li> <li>• Fireworks, pyrotechnics or explosives</li> <li>• Sale of flammable, dangerous and/or hazardous chemicals, petrochemicals, pool chemicals and flammable liquids with a flash point below 23°C</li> </ul>	<ul style="list-style-type: none"> <li>• Tobacco, E-cigarettes, electronic vaping devices, electronic nicotine delivery systems or similar smoking apparatus</li> <li>• Sale of alcohol</li> </ul>

As well as the goods or services listed above, where we cannot provide you with cover, the insurance policy contains the full terms and conditions. Please read the [Product Disclosure Statement \(PDS\)](#) which sets out the terms and conditions including policy exclusions.

## SETTING UP

Set up no earlier than 7:00am and no later than 8am. Please **DO NOT arrive before 7:00am** as the HBCA volunteers have preparations that need to be completed between 6:30am and 7:00am before stall holders can set up. We have increased the amount of setup time available to stall holders. To set up your stall earlier, you must get approval from the market manager. If you arrive earlier, please park at the back and wait until a volunteer can direct you OR you are welcome to help our volunteers set up.

## UNLOADING & PARKING

Car parking may be available in the institute car park depending on the final number of outdoor stalls. **If no parking is available in the institute car park**, stall holders will be required to park in the car park across the road on the corner of Gilbert and Light Street or use street parking where it is marked to do so.

Please note the space on the left side of the institute is reserved for HBCA volunteers so that they may come and go as required in a timely fashion.

Please **do not stop directly in front of the Institute** as it is on a corner and is a potential traffic hazard. Please observe all road rules, markings and signs etc.

**Rear carpark stall holders** may bring their vehicle into the car park via the entry on Dahlmyra Avenue to unload their stalls.

**Front car park stall holders** may pull in to unload from the Gilbert Street entrance.

**Indoor stall holders** can unload in the reserved parking area for volunteers if they do not block any cars OR park along Gilbert Street or light street where parking is marked.

## SITE LOCATIONS & MAP

Please note, this is a rough map of our market stalls if we have maximum capacity, but it can change depending on the requirements of each market. Stall holders may request preferred / required site placement on the registration form. However, placement will be based on genuine need, final number and types of stalls registered. The stall map will be provided to stall holders 7 days prior to the event. The market map can be subject to change if deemed necessary. The market manager will notify stall holders via email of any changes.

