

# *Treasures and Tastes at Trinity*

**Holy Trinity, Cnr Union Road and Montrose Street, Surrey Hills VIC 3127**

3<sup>rd</sup> Saturday of the month, 9am to 1pm, from February to December

**Office:** 9890 2165 **Email:** treasuresandtastes@gmail.com

## **Market Guidelines 2022**

### **Market Advisory Group**

“Treasures and Tastes at Trinity” is operated by the Market Advisory Group on behalf of Holy Trinity Anglican Church, Surrey Hills. They reserve the right to amend or update these guidelines as required. Stall holders will be notified of any changes which may affect them.

### **Market Coordinator**

The Market Coordinator, or a substituted Advisory Group member, is responsible for overseeing each market. If stall holders have queries, please direct them to the people named on the Advisory Group 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. The hours we are open to the public are 9am to 1pm. Stall set up is from approximately 7.30am. Stall holders must be set up before 8.45am and remain set up until the market closes at 1pm. Only with the Coordinator’s specific permission can stall holders pack up or leave early.

### **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 Advisory Group. Sale of raffle tickets at the market by stall holders is not permitted.

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## 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 Advisory Group. There is a higher charge for those who wish to attend only the two Christmas markets in November and December.

## Insurance

Holy Trinity Anglican Church, Surrey Hills, as operators of the market, provide Public Liability cover under the Diocesan Policy at no extra charge. Stall holders may have their own Public Liability Insurance if they prefer.

## Stall Holder Rates

The rates and charges are decided by the Market Advisory Group and are subject to change. Stall holders will be advised in writing of changes. Please refer to the current fees and charges listed on the website.

## Contributions/Payments

Payments are to be made in advance by way of bank transfer to ADF (Anglican Development Fund) BSB: 703 122, Account No. 05009829. These payments must be made **at least one week before the market date to confirm your place**. Whether paying at the bank (Westpac, for cheque or cash over-the-counter payments) or on-line, please ensure your name and market month are 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. 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 Coordinator.

## Marquees and Tents

All outside marquees and tents must be secured with weights as follows: 2.5m x 2.5m = 4 x 12kgs (48kgs) and 3m x 3m = 4 x 18kgs (72kgs).

## 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.

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## Stall Locations

Please refer to a list provided near each entrance on the day of the market. A name tag will be put on the trestle/table to identify the location of your stall. External stalls' locations depend on space availability on the day of the market and may change from market to market. Sometimes it's not possible to provide a specific location on request due to factors outside the control of the Market Advisory Group, but we'll try to accommodate your needs as best we can.

## 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 are supplied by volunteers from Holy Trinity Anglican Church for all stall holders and their assistants free of charge on the day of the markets. There's also a market café and BBQ you can purchase food and drinks from.

## 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 8.45am. Unloading and loading of vehicles can occur from the car park at the rear of the church – 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 streets surrounding the hall is restricted and stall holders utilising these spaces during market hours will prevent customers from parking and attending the market.

## Equipment

Stall holders are advised that there are trestles (1.8m long), chairs and card tables available at each market and these are provided free of charge. Booking in advance for equipment, trestles, etc. 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. Please vacate the premises by 1.45pm. All waste and excess items, including boxes, paper etc. must be removed by stall holders and taken off the church property.

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## **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 or bottled must be labelled 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 9278 4710, 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 or commission.