



# **STALLHOLDER** **OPERATOR** **GUIDELINES**

Please read the following information thoroughly, as your stall may be subject to closure if the Stall Operator Conditions are not adhered to.

## **1. MARKET LOCATION.**

The market will take place in Green and Urana Streets, Lockhart in the main business area.

Stalls will be set up in the centre of the roadway, back-to-back facing both footpaths. Each site will be 3m x 3m and your merchandise must remain within the allocated space. Each stall will be spaced by approximately 1m.

You will require a gazebo for shade and shelter.

Please note that weights are required to hold your gazebo as pegs cannot be used. You are permitted to leave your gazebo, tables, etc, within your allocated area overnight at your own risk.

## **2. LOADING / UNLOADING**

Green Street will be closed from approximately 6am on Saturday 12th October 2024 and will reopen at 4pm on Sunday 13th October 2024.

Upon arrival, please enter the Green Street market area at Mathews Street roundabout. Stallholder vehicles are permitted to enter the market area at Mathews Street and travel in a westerly direction only. Please note due to the congestion of this area at these times it is highly encouraged that you wear fluorescent vests for safety reasons.

After unloading your vehicle, please move it from the market area ASAP. This will allow a free flow of vehicles by stall holders. There is no dedicated parking for stallholders.

No vehicle is permitted to enter the Green Street market area between

Mathews Street and Urana Street between 8:30am and 4pm. Vehicles are to use hazard lights when travelling in the road closure area.

### **3. TRADING TIMES**

Stallholders will be expected to operate throughout the festival (both Saturday and Sunday) from 9am to 4pm. You are permitted to operate longer if you wish.

You must take full responsibility for props, product stalls etc in transit and otherwise. Spirit of the Land does not accept any responsibility for product damage, personal injury, stolen items, customer returns/credits, stall cash flow.

Prices of products are to be fair and reasonable. Any custom orders taken are your responsibility and the pick-up and delivery options must be arranged between yourself and the customer.

### **4. INSURANCE**

A minimum of \$10,000,000 Market Public Liability Insurance is compulsory for all stallholders. Spirit of the Land Lockhart Inc. accepts no responsibility and holds no liabilities.

### **5. STALL SITE BOUNDARIES**

Stallholders may not extend beyond the boundaries of their nominated site. It is not acceptable for stallholders to encroach onto the walkways with their racks or display goods. When deciding what stall site size you require, include entire stall including all ropes and awnings.

If you arrive at the festival and your stall is bigger than you indicated, you will not fit.

Areas will be checked to ensure safe and hazard free environment. It is your responsibility to remove any products that may create a health and safety issue.

### **6. STALL PRESENTATION**

It is of the utmost importance that every effort is made to create a colourful and festive aura throughout the festival site. You are required to decorate your stall in a manner that reflects your goods and attracts patrons.

Stallholders will be required to leave their site(s) clean, tidy, and free of packaging. If this is not complied with, future event applications will be refused.

## **7. POWER SUPPLY**

Where necessary stallholders will be required to provide their own power. Spirit of the Land Lockhart Inc. is not responsible for providing power to stallholders.

## **8. SOCIAL MEDIA**

Please share your festival experience on our Facebook and Instagram pages by using #spiritofthelandlockhart and #visitlockhartshire.

## **9. MARKET STALL CONTACTS**

For additional information please contact:

Bob Mathews | 0429 205 608

Emma Jones | 0429 189 587