



Stawell Winter Woollies Handmade Market Guidelines 2022

To all stall holders

Stawell Winter Woollies (SWW) Committee has prepared the following information for those wishing to sell items that have been handmade by the stall holder at the Stawell Winter Woollies Handmade Market.

Time & Date

The Stawell Winter Woollies Handmade Market will be held on Friday 9th, 12.00 midday – 7.00 pm and Saturday 10th July 2022 9.00 am – 2.00 pm at the Stawell Neighbourhood House (SNH), Powerhouse, 42 Sloane Street Stawell.

Aim of our market:

- To promote the annual SWW Event
- To actively promote Australian handcrafts such as crochet, knitting, felting, weaving, and all things Woollies
- To allow local makers to showcase and sell their quality merchandise
- Funds raised by stall fees and refreshments will go back to SNH to help continue the valuable programs offered to the Stawell Community.

Stall Holder:

A stall holder can be an individual or a community group such as the CWA or craft group.

Applications:

Acceptance or non-acceptance of applications will be at the sole discretion of the SWW Committee. **Applications need to be received by SNH by Monday 21st June 2022.** All decisions made by the committee are final.

Cancellations & Refunds:

No refunds are given for cancellations that occur up to seven days prior to the market unless there are extenuating circumstances.

Approved products:

All products offered for sale must be made solely by the stall holders. Due to Covid restrictions stall holders will not be permitted to sell food items. Stall holders must provide hand sanitizer visible on their stall.

Stall enquiries:

Please contact SNH Monday to Friday 9am – 5pm on (03) 5358 3500.

Stalls:

Stalls cannot be transferred, sublet, or sold to any other person, nor can they be shared without approval from the SWW Committee. All stalls are inside the hall, there are no outside stalls.

A stall will be reserved for you after receipt of the completed application form and confirmation from the SWW Committee of your acceptance. To confirm your stall, payment of the stall hire is required 4 days before the market day. All sites will be pre allocated.

Stall Fees Per Day:

Sites will be approximately 2m X 2m in size.

\$20 – Stall holder is provided with a table (90cmX180cm) and seat each day (\$15 for 1 day only)

\$15 – Stall holder provides own table each day (\$10 for one day only)





Insurance:

It is recommended that stall holders have their own adequate, appropriate insurance cover for damage, loss and injury. Public liability insurance coverage is provided by Stawell Neighbourhood House for the venue. No responsibility will be taken by the organising committee for any loss or damage to stall items.

Setting up and Packing up:

The SNH will be open for stall holders to set up at 10.00 am on Friday and 8.00am on Saturday. Pack up must not commence before 7.00pm Friday and/or 2pm Saturday. Care should be taken in packing up, please ensure safety of patrons and others. Those stall holders booked for both Friday and Saturday can leave their site set up on the Friday for the Saturday market.

Toilets:

All-Ability Toilets are available at the SNH, Power House. They will be cleaned regularly to meet Covid regulations.

Rubbish:

All stall holders are to ensure that any rubbish generated from their stall is taken away from their stall and from the Power House when they leave the building.

General:

Please do not use sticking tape on the walls. Bluetac is allowed, no staples are to be used. Dogs are not permitted into the Powerhouse, unless they are guide or assistance dogs.

Advertising:

The market is extensively advertised locally via notice boards, and areas throughout Stawell, Ararat and beyond. Adverts and notices are also placed on social media.

Non-smoking policy:

The Powerhouse and surrounds are a smoke free zone.

Code of Conduct:

Stall holders are expected to exhibit common courtesy towards market volunteers, fellow stall holders and patrons to the market at all times. Any concerns about behaviour of volunteers, stall holders or patrons are to be raised with a Stawell Winter Woollies Committee member.

The **Stawell Winter Woollies** Committee looks forward to your continued support in all future events to assist promotion of Stawell Winter Woollies Events and assist the Stawell Neighbourhood House in all their activities.

Please be aware that if Covid restrictions change the market may be cancelled at short notice. Stawell holders will be notified as soon as possible if this should occur.

