



South Canberra Community Markets

Stallholder Information Sheet (FAQs)

Market name

South Canberra Community Markets

What stallholders do we want?

If you sell craft products or local homemade food items, provide busking or other entertainment, or run a family-friendly activity, we'd love to hear from you! (But no rides, jumping castles or other inflatables sorry). We also welcome community groups who want to share information about their services. Just fill in the [expression of interest \(EOI\) form](#) on the Communities at Work website.

Where are the Markets?

The Markets are set in the relaxed rural atmosphere of Westwood Farm, a working farm on 244 Kambah Pool Road, nestled near the foothills of the beautiful Brindabella Mountains. (opposite Murrumbidgee Country Golf Club).

When do the Markets run?

First Saturday of most months.

2 Nov 2024 (Opening Day)

7 Dec 2024

Break in January

1 Feb 2025

1 Mar 2025

5 Apr 2025

Break over winter months (May-Aug)

7 Sept 2025

4 Oct 2025

1 Nov 2025

6 Dec 2025

Time

10am – 2.30pm

Opening Day

The launch of these new monthly Markets will coincide with the Westwood Farm Open Day (which attracted over 1,000 people on its last Open Day). Family-friendly activities will include a Rotary BBQ, farm animal petting and feeding zoo, whip cracking, face painting, and nature walks.

This joint event will ensure a great crowd for the first Market Day to raise awareness and encourage repeat visitors for future months.

What's the purpose of the Markets?

Westwood Farm is the home ground of both Lions Youth Haven and Galilee School. They provide a range of essential community services that assist some of Canberra's most disadvantaged youth. Your stall fees will help support their important missions and raise awareness of these organisations.

How much does it cost to set up a stall?

Single site: \$50 (3x3m approx.)

Double site: \$75

Food vendor: \$100

Charity groups: free

Information stall: free (no selling)

Entertainment: free

Marquee hire: \$100 deposit (refundable)

Power on site: *(contact us to discuss arrangements)*

How do I pay my stall fees?

You must pay the Stall Fee to SOUTH CANBERRA COMMUNITY MARKETS Management at least 48 hours prior to the day of the market. You will be invoiced for the market fees, which can be paid either by bank deposit or by online credit card payment. Credit card payments incur a 1.5% surcharge.

What's the application process?

Submitting an Expression of Interest doesn't guarantee you a place in our Markets. We will assess whether your product or service fits the theme of our Markets and get back to you. If you are successful, we will need copies of your business insurance and certificates.

Do I need to provide insurances and certificates?

You will need to supply a copy of your current Public Liability Insurance and any other relevant business insurance and certificates (e.g. Food Handling license).

How will you promote my stall?

If you are successful, we will use the photos and business description you provided in your Expression of Interest form to promote you and the Markets on our social media and community Facebook noticeboard groups across Canberra, as well as other multiple marketing and media channels.

Will I be able to park close to my site?

The Markets are located on a rural property (Westwood Farm) at the edge of Kambah. You will need to drive on a short dirt road but will be able to park close to your site set-up.

Will you supply power?

If you need a powered site, you need to supply your own extension leads. Any electrical equipment that you use must be tagged to certify compliance with electrical safety regulations.

Can I sell food at the Markets?

If you're selling food, you must follow the ACT Health Department requirements and maintain any certification required.

All food items, i.e., jams, pickles, preserves, cakes, bread, etc. must be labelled with the producer's name, address and phone number, ingredients, and nutritional panel as required by the ACT Health Department.

If you're selling refrigerated food, you must provide refrigeration and hold appropriate food licenses (which you need to share with us).

What are the setup arrangements for Market Day?

1. You must set up your stall by 9:30am and remain set up until 2.30pm. Early packing up is not permitted without the permission of the SOUTH CANBERRA COMMUNITY MARKETS Management.
2. You must supply all your own display equipment, tables, chairs, shade cover, and the ability to take payments, including providing your own change if required. Once unpacked, you must park your vehicle in this designated parking area by 9.30 am. Vehicle access to sites is only before 9.30 am and from 2:30 pm.
3. THE SPEED LIMIT IS 20 KPH AT ALL TIMES.

What are the packup arrangements for Market Day?

1. You need to remain set up until 2.30 pm and are NOT permitted to bring vehicles into the Market area until the Markets have closed at 2.30pm.
2. If you have a valid reason for wanting to leave early, you must inform the Market Manager. You may pack up and leave before the end of the Market, however, you must walk your goods to your vehicle. **YOU ARE NOT ALLOWED TO DRIVE YOUR VEHICLE INTO or OUT OF THE MARKET AREA** during Market trading hours.
3. You must clean up the area you have occupied of all rubbish.

What's the cancellation policy?

Please email the Market Manager as soon as possible before Market Day if you can't attend a Market. Credits will be carried forward if more than 48 hours' notice is given or at the Market Manager's discretion.

Are there amenities close by?

Yes, available on-site.

Will there be a First Aid Officer?

We will have a First Aid officer on site in case of injuries.

Who do I contact with issues?

If you need to contact us, please email markets@lyh.org.au

On Market Day, you can contact the designated Market Manager with stall set-up issues. We will advise you of the dedicated market phone number closer to the day.

