



# South Canberra Community Markets

## STALLHOLDER FAQs

### Market name

South Canberra Community Markets

### What stallholders do we want?

If you sell craft, homewares, gifts, garden 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 stallholder 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 (except January, June, July, August).

### Time

10am – 2.00pm

Feb theme: summer

Mar theme: Canberra Day

Apr theme: Easter

May theme: Mother's Day

Sept theme: footy finals, Father's Day

Oct theme: Westwood Farm Open Day

Nov theme: all things Multicultural

Dec theme: Christmas

## 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 a stall cost?

- **Single site:** \$50 (3 x 3m)
- **Double site:** \$75 (6 x 3m)
- **Food vendor** (van on wheels): \$100 (note: if you are just selling food from a table (eg cupcakes) and need no power, then just apply for a single or double site.
- **Charity groups:** free
- **Information stall:** free (ie you are not selling any product or service. No religious or political groups, sorry)
- **Entertainment:** free
- **Marquee hire:** \$25 (five available)
- **Power on site:** We have limited 10amp power outlets. If you use a generator, quiet generators are preferred.

## How do I book a stall site?

You will need to submit an [Expression of Interest form](#) from the Communities at Work stallholder webpage. This doesn't guarantee you a place in our Markets, as we will assess whether your product or service fits the theme of our Markets and there aren't too many other similar products. If you are successful, we will need copies of your business insurance and certificates.

## 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.

As a last-minute backup, you can also pay on the day. One of our staff will come to your stall. Failure to pay accrued debts may result in no further market access.

## 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). A certificate of currency for public liability insurance for at least \$20,000,000 must be provided to us at the time of application. If you don't have insurance, please discuss with us.

## 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).

If you're cooking food, we only allow gas or electric cooking for safety reasons. No open fires allowed (eg coal-fired webbers).

If you are selling food but are not a food van on wheels, and just need a table to display your food (eg cupcakes), you can apply for a single or double site.

## I'm an entertainer. Will I get paid?

As we are a charity market, we are unable to pay for your services. But you are welcome to 'busk' and collect money from market visitors. So please apply if your main interest is to promote your services for future private bookings, or if you just love to share your music with others! Feel free to bring any advertising banners and materials. We are happy to promote you on our social media.

## 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. *NOTE:* You can't drive right up to your site, so please bring a trolley to carry your things from the drop-off point to your site.

## 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. We have limited 10amp power outlets. If you bring a generator, quiet generators are preferred.

## I need a marquee. Can I borrow one from you?

If you need a marquee, we have several available that you can hire for the day for \$25 each. Just let our market staff know before the day, and we'll have one at your site (if our staff have time, they'll help you put it up).

## What are the set-up arrangements for Market Day?

We will send you an email two days before the Markets (ie Thursday afternoon). This will have details of your site number, site maps, and anything else you'll need to know.

You must set up your stall by 9:30am and remain set up until 1.30pm. Early packing up isn't permitted without the permission of the South Canberra Community Markets Management.

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 2:00 pm.

THE SPEED LIMIT IS 20 KPH AT ALL TIMES.

## What are the pack-up arrangements for Market Day?

You need to remain set up until 1.30 pm and are NOT permitted to bring vehicles into the Market area until the Markets have closed at 2.00pm.

If you have a valid reason for wanting to leave early, please 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.**

You must clean up your site area 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.

## How will you promote my stall/the Markets?

We use a wide range of channels to promote our stallholders and the markets, including roadside corflute signs, letterbox flyers, radio ads, event websites, paid Facebook ads, Facebook community noticeboards, Facebook event page, Humanitix page, and our [Facebook Markets group](#) page.

We have stallholder promotional tools like Facebook, Instagram and Story graphics tiles and a sample blurb on our [Stallholder webpage](#) that you can use on your own social media channels to help spread the word.

We encourage you to put up your own posts on our [Facebook Markets group](#) page to help promote your products at the next Markets.

We also aim to like and share your own social page posts to extend your reach.

### 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?

Email: [markets@lyh.org.au](mailto:markets@lyh.org.au)

Phone: (but email is first preference): 0475 094 702

(This number will be monitored 8.30am - 4pm Mondays to Fridays, and from 8am on Market Day. But before you ring us, *please* read the [Communities at Work Stallholder page](#) and check these FAQs).



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