



Information for Casual Stallholders White Parking Pass Holders

Quick Guide on What to do, Where to go in the morning

STEP 1 – Arrive at the Market between 8.30 – 8.55 am. See our Staff at the Campbell Parade Gate. Our staff will mark your name on the Bookings List and issue you with a Daily Parking Permit and a pre-allocated Ticket Number which will designate the order in which you will be allocated a spot.

STEP 2 – Regular Stallholders with Green Passes will drive into the School at 9.00 am. As a casual, with a White Pass please wait. At approximately 9.10 am our Gate Attendant will indicate that White Pass Holders may enter the Market and you may then drive your vehicle into the Market Car Park. **DO NOT** attempt to drive your vehicle into the Market until you see our Attendant waves a White Pass.

STEP 3 - Go the Administration Desk and line up in order of your Ticket Number. At the Desk you will need to pay your stall fee and will be allocated a stall number. You may then commence setting up your stall.

1. Frequently Asked Questions

Stall Fees

Stall Fees vary depending on which section of the Market you elect to trade in.

Unless otherwise specified new stallholders are allocated within Section C and are charged a Stall Fee of \$65.00.

You may request to upgrade to Section A or B for a higher Stall Fee and this will be allocated subject to availability.

Market Section C - Courtyard	\$65.00
Market Section B – Back Area	\$85.00
Market Section A – Front Area	\$105.00

Table Hire:

- \$5.00 incl. GST – The table size is 1.83 m X 1.03 m (6' X 3' 6")

Stall Sizes

- Stall sizes vary and we attempt to best accommodate Casual Stallholders' requirements subject to availability.
- Stall sizes range from a table space to a 3 X 3 metre stall. All stall spaces are charged out at the same Stall Fee (as above).

Public Liability Insurance

If you DO HAVE public liability insurance:

- Please bring a copy of your public liability insurance certificate and show it to the staff when you are being allocated a stall. As a Casual Stallholder, you need to bring the certificate with you each week.
- Remember: No Paperwork, no Discount!

If you DO NOT have your own cover: \$10.00 extra on Stall Fee

- You will be covered by the Market Insurance Policy and will be required to pay an additional \$10.00 per week on the Stall Fee.

- The Market Public Liability Insurance Policy provides \$20,000,000.00 cover with a \$5,000.00 excess.

How can I get a permanent or regular spot at the Market?

- At present, we are not issuing any further regular spaces at the Markets. From time to time we undertake a review of the Market's product mix & spaces that become available and issue these spaces to a limited number of Casual Stallholders who are designated as Regular Casuals.

What if I would like to apply to the Market for a one-off 'garage sale'?

- We actively encourage one-off garage sales. It brings a great community vibe to the Market and shoppers love to scour these stalls for bargains.

Food Stalls

- The Market does NOT have food stalls.

What Equipment do you supply at the Market?

- Tables are available for hire. All other equipment must be brought by the Stallholder.

2. How to Apply for a Casual Stall

By Phone

Call (02) 9315 8988 on the Monday or Tuesday prior to the coming Sunday Market and leave the following details on our answering machine:

- Your Name
- The Product/s that you intend to sell.
- Telephone Number

Confirmation of a Booking

- We will call you by 5pm Wednesday if you have been selected to attend the Market for the coming Sunday.

If you do not receive a call

- If you do not receive a call, it is because the Market is fully booked.
- We limit the number of stalls we have in each product category every week and select from the weekly stall applications according to the Market's requirements.
- If you are not selected for a casual stall in a particular week, feel free to re-apply another week as our product requirements vary from week to week.

3. Useful information for First-time Stallholders

Where to go when you arrive at the Market?

Arrive at the Main Gate of Bondi Beach Public School at the Northern end of Campbell Parade. The gate is close to the corner of Beach Road and Campbell Parade, Bondi Beach.

What time to arrive?

Arrive at 8.30 am. There is no need to arrive any earlier.

What do I do when I arrive?

See our Attendant at the Campbell Parade Gate. The Attendant will:

- Confirm that you have a booking by checking that your name is on the Bookings List.
- Issue you a Ticket with a Booking Number on it.

Booking Numbers will be issued to Stallholders from 8.30 am - 8.55 am on the morning.

- Booking Numbers are pre-determined, so there's no need to arrive early.

What does the Booking Number mean?

- Each week, Casual Stallholders are issued with a Booking Number and are notified of their Booking Number when they arrive in the morning.
- This Booking Number designates the order in which you will line up and will be allocated a stall in the morning. For example, if your Booking Number is 20, then you will be the 20th Casual Stallholder to be allocated a stall on the day.
- It's very similar to the old style ticket system they have at butchers and deli's except that your number has been pre-determined. So (again) NO need to arrive early!
- Your Booking number is NOT your Stall Number. You will be allocated a Stall Number when you pay your stall fee at the Administration Desk.
- If you arrive after 9.00 am, proceed directly to the Administration Desk at the rear of the School. You need to pay your stall fee and will be allocated a Stall location.

4. Parking

- Gates open from 9.00 am for parking and unloading. You may enter after 9.10 am.
- Drive past the big pine tree and enter the car park at the rear of the School.
- Do not take a space at the front of the Market, as these are spaces designated for Regulars situated at the front of the School.
- No vehicles may enter or leave the Markets between 10.00 am and 4.00 pm (5.00 pm daylight savings).
- The car park follows a stack parking configuration that does not enable people to leave before 4.00 pm (5.00 pm daylight savings).
- Do not block traffic or double-park on Campbell Parade prior to 9.00 am.
- If you need to use your vehicle during the day then we recommend that you use the Queen Elizabeth Drive car park across the road from the Market at the beach.

General Parking and Traffic Matters

- Please do not park illegally, double park in traffic lanes, queue across traffic intersections, undertake illegal U turns or traffic manoeuvres, or otherwise hinder traffic in the streets surrounding the market during set up or pack up.

5. What Happens in Bad Weather

Morning Procedure during Bad Weather Days

9.00 am - Report to the Administration Desk to confirm whether or not you will be trading. If you choose not to trade you may book for the following week. Note that bookings are NOT automatically transferred to the following week. You must re-book.

Refund Policy – Casual Stallholders

If the Market proceeds and you elect NOT to trade – There is NO charge but make sure you make a booking if you would like to trade the following week.

What happens if the weather deteriorates during the day?

Please note that NO refunds are issued if the weather deteriorates during the day.

6. Re-booking a Stall for the Following Week

At the Market

The re-booking time is 4.00 pm (5.00 pm during daylight savings).

We strongly recommend that you re-book at the Market at the end of the day's trading as stall availability is limited and the Market books out pretty quickly the following week.

At the Market, we only re-book Stallholders who have traded at the Market on the day and do not take new applicants at the desk.

Apply By Phone

Call (02) 9315 8988 on the Monday or Tuesday prior to the coming Sunday Market and leave the following details on our answering machine:

- Your Name
- The Product/s that you intend to sell.
- Telephone Number

It is not guaranteed that you will be able to re-book by phone for the following week.

Apply Online

Go to www.bondimarkets.com.au and complete out the **Online Application Form**.

You only need to complete this form once. We keep your Online Application Form on record, if you do not receive a booking confirmation that week you may then continue to Apply by Phone in the future and leave a message that we have your application on file.

What Happens Next?

Confirmation of a Booking

- We will call you by **5pm Wednesday** if you have been selected to attend the Market on the coming Sunday.

If you do not receive a call

- If you do not receive a call, it is because the Market is fully booked.
- We limit the number of stalls we have in each product category every week and select from the weekly stall applications according to the Market's requirements.
- If you are not selected for a casual stall in a particular week, feel free to re-apply another week as our product requirements vary from week to week.

7. What are the Terms and Conditions that Apply?

All Stallholders are granted consent to occupy a stall at the Market on the condition that they agree to the terms and conditions of the Market Regulations by handing in a completed Application Form prior to trading.

If you have booked by phone, print out and complete the Stallholder Application Form and hand it to our staff at the Administration Desk when you are being allocated a stall.

Note that we also have copies of our Regulations and Application Forms available at the Market. You may complete them in the morning whilst waiting for the gates to open at 9.00 am.

8. Contact Us

To: The Manager, Bondi Markets

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Square NSW 1215

Telephone: 02 9315 8988

Fax: 02 9315 7373

Email: info@bondimarkets.com.au

Web: www.bondimarkets.com.au