

STALLHOLDER INFORMATION FOR THE SATURDAY MARKET

We are a boutique, open air market, on a beautiful lawn based in the heart of Wentworth Street, Port Kembla. Our gardens dictate space available for stallholders & we do not use gazebos (unless approved by management). We encourage a diverse range of suppliers & try not to cross over on products. We may amend this Stallholder Information from time to time.

KEY INFORMATION

Location	The Wentworth 96-106 Wentworth Street, Port Kembla, 2505		
Trading Days & Hours	Last Saturday of the Month (except Jan, Dec & any significant date conflicts) 10am – 2pm		
Set Up / Pack Up Times	Bump-in Times 8am – 9.45am	Vehicles off main street by 9.45am	
	Bump-out Times 2pm – 3pm		
Stall Fees	General Stall Not for Profit	From 2m x 2m	\$60 inc GST No Charge
Power	\$5 per point		

How do I apply for a stall?

Go to www.the-wentworth.com/market-day or [Apply Here](#)

Once you are approved to trade as a stallholder we will book in your stall, subject to availability.

Bad Weather Policy

The Market is open air and will operate in varying weather conditions including wet weather. On these occasions it is the responsibility of the Stallholder to bring their own covers and other equipment for the purpose of weather protection. The Market will NOT be cancelled in the event of general wet weather but may be cancelled in the event of extreme weather. No credits or refunds are issued in the case of a wet weather day so you need to consider this when making a booking and payment. The Manager will communicate cancellations no later than the evening before on our WhatsApp chat group. Stall fees may be transferred or refunded on an extreme weather day.

Payment for Stallholders

All payments due in full via **bank transfer by Sunday 5pm prior to Market Day**. In the event of your payment not being received this may result in your spot being withdrawn and offered to a casual. We DO NOT accept cash payments on the day

Cancellation Policy for Stallholders

Stall fees may be cancelled or credited if you cancel your stall booking by the **Sunday 5pm prior to Market Day**. If you cancel after this time, your stall fee will still be payable. An early cancellation provides time for a Casual to be contacted and booked in to the Market. A late cancellation makes this process much more difficult. To cancel a stall, please email hello@thewentworth.com

Electrical Equipment

All electrical equipment must have a current test and tag by a qualified electrician and should be recorded on each piece of equipment.

Equipment for Stall

Stallholders must bring their own chairs, display equipment, table & covers (gazebos when pre-approved)

Parking

Wollongong Council car park, corner of Allan St & Military Rd, Port Kembla 2505

Products you can sell?

The Market seeks to encourage a diverse range of suppliers & we try not to cross over on products. You can sell arts, crafts, handmade items, clothing, accessories, jewellery, bric-a-brac, art, books, photography, furniture, salvaged items, food, records, CDs, DVDs, vintage clothing and re-claimed or re-purposed articles... the list goes on. The Market is also always keen to offer local produce including bread, fruit & vegetables.

Products you can't sell?

You cannot sell live animals, drugs, fake or counterfeit items. If it's illegal or offensive we won't have it at the Market.

Public Liability Insurance

All Regular & Casual Stallholders must have their own public liability insurance with a minimum of \$20 Million cover in the Stallholder's Name. A copy of the Insurance Certificate of Currency must be supplied by email to hello@the-wentworth.com before a Stallholder may trade at the Market. It is the responsibility of the Stallholder to ensure that the insurance is renewed and remains current for the term that the Stallholder sells products at the Market.

Product Liability Insurance

You MUST also have your own PRODUCT liability cover if you sell certain items:

Please note it is a strict requirement that Stallholders must have in place a public and product liability policy with a minimum of \$10 Million cover in the Stallholder's Name if the Stallholder offers for sale any of these products:

- Second hand Electrical Goods and Toys
- Cosmetics and Beauty Products
- Medicines
- Potions, Oils, Fragrances and Soaps
- Massage Services
- Food Products (Hot or Cold)

Regular Stallholder: How do I become a Regular Stallholder?

If you are a Regular Stallholder, you do NOT need to book each week. A fixed stall location is held for you unless you cancel beforehand. Your Regular Stall will be held for you until 8.30 am on Market Day. After this time, the spot may be given away. A Regular Stallholder has a fixed position, so customers can get to know where to find you and you can build a repeat customer base.

Rubbish & Waste

All rubbish, waste and packaging must be taken away with the stallholder. Bins provided do NOT cater for stallholder rubbish. The stall site must be left in the condition it was found.

Smoking

The Wentworth is a smoke free zone.

Stall location: What spot will I get at the Market?

If you have paid your stall fee your stall location will be advised no later than the evening before on our WhatsApp chat group.

SPECIAL CONDITIONS FOR FOOD STALLS

Councils Guidelines for Food Handling at Temporary Events:

https://wollongong.nsw.gov.au/_data/assets/pdf_file/0017/4229/Guidelines-for-Food-Handling-at-Temporary-Events.pdf

Food Businesses

All stallholders must have the relevant food permits to operate and adhere to requirements under these permits. For more information, please visit Council's website:

<https://wollongong.nsw.gov.au/business-in-wollongong/business-permits-and-regulations/food-businesses>

Floor Coverings – bring a tarp & a mat to wipe your feet!

Stallholders that prepare food are required to place a heavy-duty tarpaulin under the stall area to protect the grass & pavers from food and oil staining. Stallholders must have a mat for staff to wipe their feet so that any stains (including oil stains) are not carried throughout the area. Stallholders that leave oil stains in or around their stall area will be required to pay for cleaning costs.