

STALLHOLDER INFORMATION - WILLOWS

The following information is provided to inform Stallholders on how to get to the Market, how to ensure a smooth set-up and pack-up of the Market, and to advise Stallholders of their responsibilities while loading and unloading and where to park their vehicles during Market Trading Hours.

Trading Days and Hours

Every Sunday – 7:30am to 11:30am

4 Site Fees (GST included)

Standard Site (own P/L insurance) - \$30

Premium Site (own P/L insurance) - \$35.00

Standard Site (no P/L insurance) \$35.00

Premium Site (no P/L insurance) \$40.00

Power - \$5 per outlet

Table - \$5 each

Umbrella - \$5 each

A Site Fee paid in respect of a date may only be transferred to another day at the discretion of the Manager

a copy of insurance must be on display

Method of Payment of Site Fees

Willows Rotary Market operates either by bank transfer (preferable) or pay-on-the-day basis. Rotary representatives will visit each site in turn and collect fees that have not been prepaid. To assist in this process, please be prepared with the correct amount of cash when collection is made.

While direct transfer is the preferred option, in certain circumstances you may be able to pay on the day. Bank details are provided with the site allocations.

Site Sizes

Most stalls fit within a standard parking bay.

Standard sites, as indicated on the Market map, vary in size, but are all at least 3m deep x 2.8m wide

Premium sites

Y & J rows - >3m deep x 2.8m wide.

Vehicles are permitted to remain in parking bays directly behind these sites

Walkway sites – >3m deep x 2.8m wide

Top/End row sites – 4m deep x 6m wide D1 & 2/E1 & 2 – 6m deep x 4.2m wide

P row – 3m deep x 3m wide

Set Up and Pack Up Times

You may commence set up 3 hours prior to the commencement of Trading Hours.

Your vehicle is permitted to be on the market site for a maximum of 20 minutes.

Your vehicle must be parked to ensure clear access is available to passing vehicles

All Stallholders must have left the Market site by 12.30pm

Parking

Stallholders must park either behind the Shell service station on Carthew St or behind the Target entrance on Kern Bros Drive.

Stallholders **MUST** park in areas designated in the Traffic Control Plan. Failure to do so is considered to be a major breach of the Stallholder's obligations and the Manager reserves the right to refuse the offending Stallholder permission to occupy a Site at the Market on the day of the infringement and on any future date.

Please refer to the Traffic Control Plan for more information.

Location

The Market is held in the Willows Shopping Centre carpark on the corner of Hervey's Range Rd and Thuringowa Drive

Entry

The entry point for vehicles is via Hervey's Range Rd, Carthew St, Thuringowa Drive or Kern Bros Drive

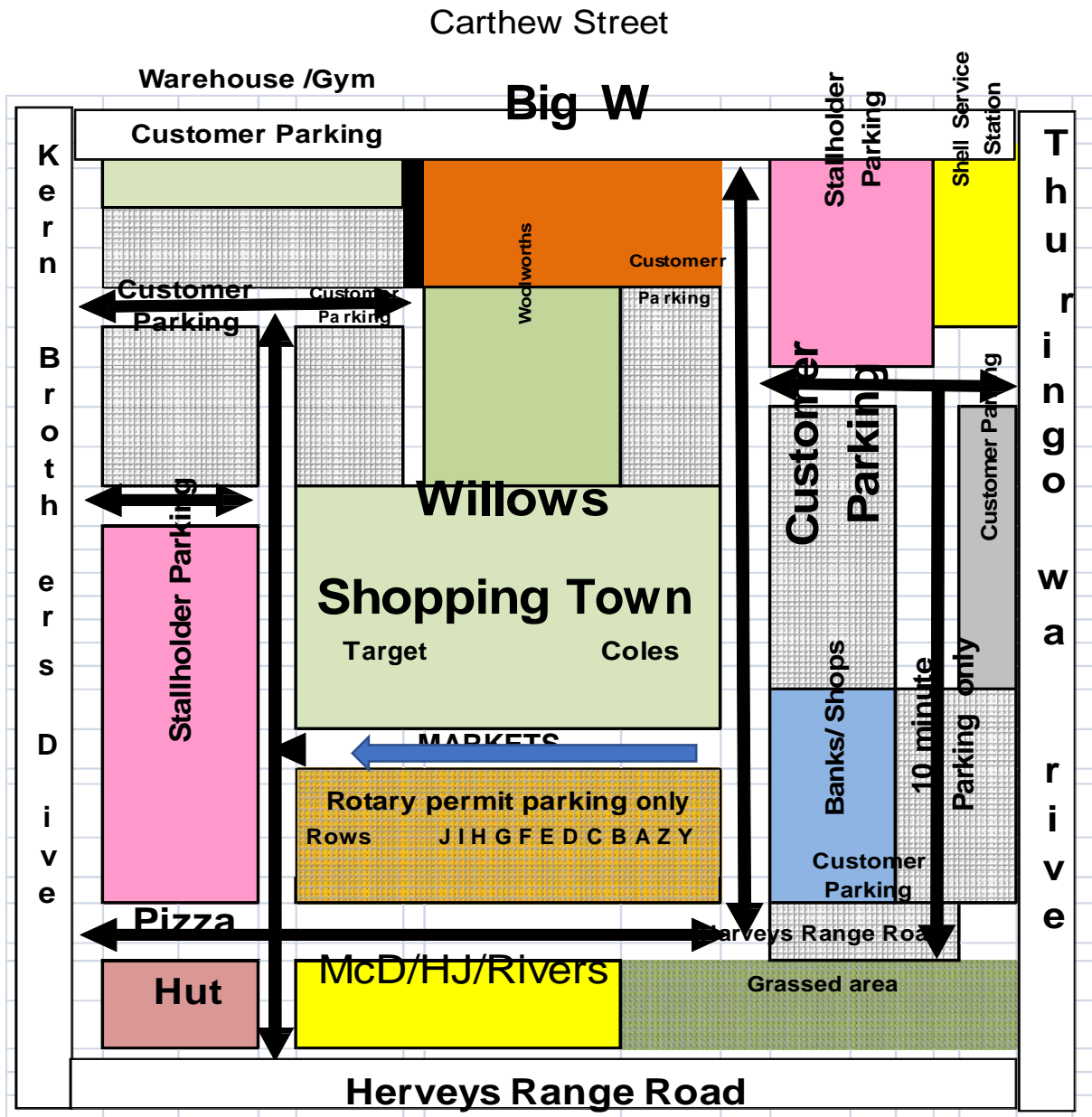
Vehicle Access

Stallholders may access the site from 4.30am

NOTE: There is NO vehicle access after 7.30am and before 11.30am

Car Park

Regular and Casual Stallholders must **ONLY** park in approved locations; as indicated on the map below



STALLHOLDERS WITH CURRENT DISABILITY PERMITS ONLY MAY PARK IN ROW W OR ROW L.

Row J stallholders can park in the corresponding row K site. Row Y stallholders can park in the corresponding row X site,

Stallholders found breaching the parking regulations may have their Permit to Trade withdrawn.

Set Up and Pack Up Rules

Set Up

1. Drive onto market site from the shopping centre side using the entry closest to your designated site
2. Park as close as possible to your site whilst ensuring a clearway remains
3. Unload – NO SETTING UP
4. Leave the market - drive down the row, exiting at the Hungry Jacks/McDonalds end and park in designated carpark
5. Set up your stall

Pack Up

1. Pack Up Completely
2. Drive onto market site from the shopping centre side using the entry closest to your site
3. Park as close as possible to your site whilst ensuring a clearway remains
4. Load Up
5. Leave the market - down the row, exiting at the Hungry Jacks/McDonalds end

Vehicles can remain on the market site for a maximum of 20 minutes to load/unload

All vehicles must be off site by 7.30am prior to commencement of the market and by 12.30pm at the end of the market

Only one vehicle per stall is allowed on the market site at any one time

Vehicles ALWAYS give way to pedestrians

Stallholder vehicles can enter the Market to pack up only after the Manager has removed the Market barriers, or otherwise signalled that vehicle access is allowed. No vehicles are to be driven on the footpath or garden beds

Traffic Flow

Stallholders must ensure a continuous flow of traffic is possible when parking to load/unload

All vehicles must travel no faster than 5kph whilst on the market site

All vehicles must have hazard lights on whilst on the market site

Direction of travel is one way down the rows from the shopping Centre to Hungry Jacks/McDonalds

All vehicles must obey any traffic signals, electronic or manual, when entering or exiting the Market