Stall Holders Please Note:

**NO BOOKINGS WILL BE TAKEN FOR THE OCTOBER MARKET 2010 OR JAZZ FESTIVAL MARKET 2011.**

These markets are still run on a first in best dressed basis.

We apologise for the recent administration error regarding to booking for these markets.

The only markets that stalls can be pre booked for are Easter and Queens Birthday (indoor sites), please see form attached. Or go on line at the Halls Gap Primary School web site and follow the links to the Craft Market to down load form.

[www.hgps.vic.edu.au](http://www.hgps.vic.edu.au)

This is the **final mail out of the Market Guidelines** – they will now be updated at the end of each year and will be able to be **downloaded from the Halls Gap Primary School web site (above).**

A new school building is being built in Halls Gap during 2011. Maps of sites for Easter and the Queens Birthday Markets will be available on the above web site as soon as possible (as they will need to take into consideration the new building site when construction begins).

Please also note that in 2011 there will be **no October Wildflower Show market**, instead there will be a **November Melbourne Cup Weekend** market to take advantage of the large volume of visitors in Halls Gap on that weekend and its closeness to Christmas.

The Queens Birthday Market will be run at the Halls Gap Primary School in 2011; bookings will be taken for a small number of indoor sites in the School Gym (see attached booking form)
HALLS GAP PRIMARY SCHOOL

CRAFT MARKET

GUIDELINES 2011

Market Dates – 2010
Wildflower Show Weekend – 4th October (2010)

Market Dates – 2011
Jazz Festival – 13th February
Labour Day – 13th March
Easter Sunday – 24th April
Gourmet Weekend – 1st May
Queen’s Birthday (held at the School in 2011) - 12th June
Melbourne Cup Weekend – 30th October

Please ensure that you read these guidelines carefully.

Stall enquiries
Mobile: 0447 193397
Monday thru Thursday -7.30 pm and 9.00 pm

Mailing Address
Parents’ Club Craft Market
Halls Gap Primary School
Halls Gap, VIC 3381

UPDATES
Guidelines will be updated at the end of each year
Please check the Halls Gap Primary school web site for updates www.hgps.vic.edu.au
AIM:
To provide an outlet for crafts people to sell craft goods in an informal outdoor environment.

THE GOODS:
This market is a craft market not a trash and treasure market. No second hand goods are acceptable. 70% of goods should be quality hand crafted, homemade or home grown items.

No livestock/ pets are to be sold. There are no powered sites available and power generators are not permitted at the market. People selling liquor must have their liquor licence on display.

SITES OR STALLS:

Site Reservations
Stalls are not reserved for markets. The exception is Easter Sunday and Queen’s Birthday weekends where sites must be booked and paid for at the time of booking. The site fee for each site at these markets is $25.00 for Easter, and $20.00 for indoor sites at the Queens Birthday market (in the school gym) and is non-refundable.

Bookings will be accepted on the attached booking form which can be handed in at the Jazz Festival Market or mailed to the school after the Jazz Festival Market. Please note that this year sites will be marked on the ground for the Jazz Festival market (to make the site size clear) but no pre bookings will be taken.

Site Fees
Stalls are to be paid for on the day of the market. The charge for 2011 is $20.00 per site (including all sites at the Queens Birthday market indoor (booked)/outdoor).

Booked sites for Easter 2011 will be $25.00 per site.

Stall holders sharing sites, and larger sites may be required to pay extra.

Site Size
Each site measures 3 metres by 3 metres. At the Queens Birthday stalls will be measured to fit into the school gym and will be smaller - between 2 and 3 metres.

Food Stalls
Food vendors are required to pre prepare and package food in a registered kitchen in accordance with food and health requirements. Certificates should be available for inspection at all markets.

Food is to be prepared in accordance with current food handling regulations. A BBQ, tea and coffee stall is run by the Primary School Parents’ Club between 9.00 am and 1.30 pm. No other takeaway food or beverage stalls will be permitted.

Walkways
Please ensure that all walkways are kept clear.

Insurance
It is recommended that stall holders have their own adequate,
appropriate insurance cover for damage, loss and injury.

THE MARKET:

Operating times
Operating times for each market are 9.00 am to 2.00 pm (approx). The school gates will open at 8.00 am.

Setting Up Procedures
No stallholder is to enter the school grounds for the purpose of setting up their stall prior to sunrise on market day. Stall holders are not allowed to camp in their vehicles on the school grounds over night prior to market day.
All sites are allocated on a “first come first served” basis (with the exception of Easter and Queen’s Birthday (indoor sites)).

Packing Up Procedures
Care should be taken when packing up and no vehicles are to enter or leave the school grounds until it is obvious that the market is over (i.e. no patrons still wandering around.)
Stall holders are requested to pack up and vacate the school grounds as quickly as possible.

Stallholder Queries
Any queries that stallholders have should be put in writing and mailed to the school for the attention of the Craft Market Committee.

Toilets
The school toilets will be opened at 8.00 am on market days. Public toilets are located beside the local Hall.

Vehicles
No vehicles are to be left on the school grounds after 9.00 am. Vehicles are to be parked outside the school grounds and away from the front of the school to give customers easy access to the Market. Exceptions may be made subject to available space.

Rubbish
Stallholders are to ensure that litter is removed and sites are left clean and tidy.

General
Please do not staple or nail anything to trees, school equipment or buildings. No pets are permitted in the school grounds on market days.

Advertising
This market is extensively advertised locally via notice boards, accommodation venues and tourist information centres in Halls Gap, Stawell and Ararat. Ads are also placed with available free media sources (TV, radio, newspapers and internet).

Queen’s Birthday Market
The Queen’s Birthday market will be at the Halls Gap Primary School in 2011, there will be a small number of indoor sites available in the school gym – stall holders wishing to book one of these can use the attached booking form. Map of sites layout will be updated on the School web site.

NON-SMOKING POLICY
The Education Department has adopted a non-smoking policy, therefore smoking will not be
permitted anywhere on the Halls Gap Primary School grounds.

**Please note:** That a new school building is being constructed over the next 12 months at Halls Gap. This may interrupt the layout of market sites for 2011. Some sites may not be available at the Jazz Festival and Easter markets in 2011.

Please check the Halls Gap Primary School web site for market updates at the end of each year
www.hgps.vic.edu.au

**Thank you for your support as stall holders.**