



Every Sunday by the sea
Marina Drive, Jetty Foreshores
Coffs Harbour

Phone 0407 661 990
Email: kimtownner@gmail.com
www.harboursidemarkets.com.au

STALLHOLDER GUIDELINES Q&A

Who can become a stallholder?

Harbourside Markets is a local boutique market encouraging makers and growers. We also allow ethical and fair-trade imports, good quality vintage and collectables. Anyone with a sense of fun and the following is very welcome:

- Preference is given to products and produce grown or made on the Mid North Coast.
- Products or produce that is made or grown outside the Mid North Coast may be brought to HarboursideMarkets if a local equivalent is not currently available.
- Imported goods are welcome if they are ethical and fair trade
- Good quality vintage and collectable items
- Services are welcome e.g. massage, haircuts, dog washing.
- We want the markets to be fair & sustainable for everybody so if there are already a lot of people selling similar products you may need to go on a standby list.
- \$20 million product and public liability insurance
- If you're still not sure please call Kim [0407 661 990](tel:0407661990)

How much is a stall and how big will it be?

- 2m Frontage is \$30
- 3m Frontage is \$45
- 4.5m Frontage is \$60
- 6m Frontage is \$70
- 7m Frontage is \$80

When do I pay?

You pay as you enter the market park by cash or card, please have your payment ready.



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Can I be casual or do a one off stall?

Yes as long as your stall complies with the other guidelines and does not compete with our regular local stallholders. Prices are the same but we are unable to give you a regular site location.

Do I need insurance?

Yes. You need \$20,000,000 of product and public liability cover. Your insurance should note the interests of the following on your Certificate of Currency

- Harbourside Markets
- Coffs Harbour City Council
- The Coffs Coast State Park Trust and
- The Minister Administering Crown Lands Act

Here is a link to a market-specific insurance provider www.mymarketinsurance.com.au however please do your own research according to your individual requirements.

Are tents or tables provided?

Sorry unfortunately we don't have the room to carry spares.

Market Times & Parking

- The market starts at 8am and finishes at 2pm.
- We run every Sunday unless Christmas Day falls on a Sunday.
- Arrive between 6am and 7.30am. Usually there will be someone at the gates to show you where to go. If the gate is unattended please call Kim Towner on [0407 661 990](tel:0407661990)
- You can drive in if you are patient & remain on the path. You can only enter & exit via the designated entrances at the yacht club and the top western carpark (see our Market [Map](#)).
- We have trolleys available for you to use to unload if you choose not to drive in.
- Unload quickly and **BEFORE YOU SETUP MOVE YOUR CAR OVER NEAR THE RAILWAY**. It is a very short walk away. This way the pathways are kept clear.
- **IT IS A CONDITION OF OUR LICENSE THAT WE LEAVE THE CLOSE PARKING FOR VISITORS.**
- At 2pm please pack up **BEFORE** you drive in.



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What about bad weather?

Harbourside Markets is an outdoor venue. Sometimes it is hot, cold, windy or wet! Mostly it is beautiful. We run in all-weather unless it's dangerous. On the very rare occasions that we don't run we will post on our

Facebook page (Harbourside Markets) and our website. (www.harboursidemarkets.com.au)

Stallholders **NEED TO DECIDE FOR THEMSELVES** if they want to brave the weather. If you choose not to come you don't need to pay but you do need to let us know. Just a simple text is great ([0407 661 990](tel:0407661990)).

Food Vendors

These sites are in high demand and availability is restricted. All food vendors need to:

- Be registered with NSW Food Authority
- Have a Food Safety Supervisor Accreditation
- Have a Temporary Food Vendor license from Coffs Harbour City Council
- Have \$20 million product and public liability insurance
- Have a stall set up that is compliant with Coffs Harbour City Council Food Health requirements.

Just having the above doesn't mean you will be able to have a site. Sorry.

Waste Policy

All stallholders are required to leave their site clean.

You are required to take any waste home (or to a suitable offsite recycling station) that is generated by the conducting of business by your market stall i.e. any commercial or personal waste generated during business activities. The bins provided are not for your trade waste.

This includes:

- All boxes, bags, coat hangers and craft scraps.
- Any broken equipment i.e. chairs, umbrellas or marquees) must be removed from site.
- Broken mirrors and glass must also be carefully removed (management must also be informed of the breakage so we can make sure the area is clear of glass fragments).
- Cigarette butts, price tags and broken zip ties are litter and must be taken with you.



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Sustainable Packaging

We encourage stallholders to sell their produce in recyclable or compostable containers i.e. glass jars, recyclable plastic containers, paper bags or other compostable wrapping.

How do I apply?

Complete the [Stallholder Application and Profile form](#). If you are successful we will call you to make your first booking. Future bookings can be made by text. Please call Kim on 0407661990 if you have any questions.