

2017-18 SEASON

SITE-HOLDER GUIDELINES



Stirling Laneways is 'more than a market'. It is a celebration of village life and the spectacular seasons in the Adelaide Hills. *Laneways* complements the Stirling lifestyle and the existing retail trade and is dedicated to supporting the local community.

The *Laneways* events commenced in April 2014.

WHERE

Stirling Laneways is located in the pedestrian laneways and spaces which stem directly from the main street (Mt Barker Road) and Centenary Place.

WHEN

Times	
	<ul style="list-style-type: none"> • Bump-in: 8-10am • Event: 10am-4pm • Bump-out: 4-5pm
Dates - Sundays	
	<ul style="list-style-type: none"> • September 24 – Season Launch 'Spring' • October 22 • November 26 • December 17 • January 28, 2017 • February 25 • March 25 • April 22 – Season Close 'Autumn'

2018-19 details shall be released in mid-2018.

There are strict bump-in times to ensure all site-holders have adequate access to set up.

GOVERNANCE, MANAGEMENT & SITE SELECTION

- Governed by *Stirling Laneways* Committee.
- Administered by Stirling Business Association (SBA). The SBA is a not-for-profit organisation.
- The Event Manager will manage the events and be the point of contact.
- Management reserves the right to enforce and change guidelines for the good of the market.

SERVICES ARE LIMITED

- Site-holders must be self-sufficient including provision of their own tables/trestles shade canopies/gazebos (only a few small sites are located under existing shelter).
- There are no wash up facilities or running water available for site-holder use.
- There is no storage available for site-holders, so site-holders must bring everything with them and take everything home at the end of the day (including waste).
- Site-holders must provide their own sack truck/trolley for unloading and moving stock. There will be no forklift.
- Sites with pet and/or animal petting/handling must provide hand washing facilities.
- Toilet facilities are available at several locations.

SITES

- Sites are limited. All sites are outside, with some sites located under minimal shelter.
- Sites are:
 - 1.5m x 3m single umbrella + trestle table OR
 - 1m x 4.5m (under cover) trestle table OR
 - 3m x 3m tent/gazebo sites.
- A few 'multi-sites' are available.
- Site fees are as follows (GST **excluded**):

Size	Regular Site-holder	NFP-s or SBA	NFP [1 site only]
1.5m x 3m	\$75.00	\$37.50	nil
1m x 4.5m	\$75.00	\$37.50	nil
3m x 3m	\$92.00	\$46.00	nil
3m x 3m*	\$65.00	\$32.50	nil

*Quiet zone: Steamroller Corner (2 sites available only)

NOTE: NFP = Not-for Profit (information ONLY)
NFP-s = Not-for Profit (selling goods to the public)
SBA = Stirling Business Association Member (rates)

- No site larger than the size paid for (including support lines and weights) will be accepted. Sites exceeding the size requested will incur an additional cost and may be relocated.
- Shade canopies/gazebos are to be secured with weights as pegs are not to be used.
- The location of all sites is at the discretion of the Event Manager, and may change on the day.

POWER

- **There are NO powered sites available.**
- If scales or registers are required, we suggest battery operated equipment is used.
- Generators, if used, must have noise reduction controls to keep noise to acceptable levels.
- All electrical equipment, including extension leads and powerboards, must be tagged and tested.

WASTE REMOVAL

- Waste disposal, including liquid waste, is the responsibility of the site-holder.
- Sites must be kept clean and tidy at all times.
- All rubbish must be taken with site-holders at bump-out time.

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VEHICLES

- Vehicles (including trailers) will only be permitted on site with special permission from the Event Manager.
- If vehicles (including trailers) are permitted, they will be charged for as site space. A trailer may be dropped off in the market area, but then the vehicle must be removed from the site.
- Vehicles may unload using designated loading zones and then parked away from the market area in the nearby parking areas.

GOODS

The *Stirling Laneways* management may refuse or deny the rights to trade if the goods are not of a suitable standard, do not comply with the spirit of *Laneways* or for any other reason. Offensive or illegal goods, products or plants of inferior quality are considered to be not in the spirit of the *Laneways* concept.

PACKAGING

All packaging, wrapping and bags must be environmentally sound, recyclable or compostable.

SIGNAGE

The *Stirling Laneways* organisers have overall control of signage, materials and products sold or displayed. Any signage, material or products may be refused inclusion entirely at the discretion of the organisers.

NOISE

- Loudspeakers will only be permitted by prior arrangement for special activities (not for general use).
- Operation of excessive &/or intrusive noisy equipment is not permitted.

INSURANCE

- Site-holders must have Public Liability Insurance and provide a copy of the Certificate of Currency: General traders, associations etc to the value of AUD \$10million.
- Site-holders must ensure that their activity meets Commonwealth, State and Local Government regulations relating to health, fire, safety and vendor's license requirements.
- Site-holders shall abide by any regulations set down by The Adelaide Hills Council.

CANCELLATION BY SITE-HOLDER

Cancellation of attendance at *Stirling Laneways* must be done in writing (email is fine) to the organisers:

- **More than 7-days prior** to the event: **full refund** (fees paid credited to future *Laneways* events)
- **2-7 days prior** to the event: for **50% refund** (fees paid credited to future *Laneways* events)
- **Less than 48-hours prior** to the event and 'no show': **NO refund** (fees paid credited to future *Laneways* events).

A Site-holder who does not attend their booking, and does not advise the organisers in advance (deadlines above), will be considered a 'no show'. Site Fees are still payable (in full) as the site(s) would have been allocated to another trader had timely cancellation been given, and the Street Trader Permit has been arranged.

CANCELLATION BY EVENT MANAGEMENT

Bushfire:

Laneways is an all weather event. However, if the event falls on a day that is declared to be of 'Catastrophic' fire danger, the event will be cancelled and your site fee will be refunded.

Other Inclement Weather:

Laneways is conducted in the open air, is not a covered market and will operate in varying weather conditions including wet weather. It is the responsibility of the Site-holder to bring their own covers, weights to hold down equipment and other equipment for the purpose of protection in adverse weather conditions. ***Laneways* will NOT be cancelled in the event of wet weather.** No credits or refunds are issued in the case of bad weather. Please do not apply for a site unless you are prepared to take the risk on weather.

EXPRESSIONS OF INTEREST

Advise of your intention to attend by submitting an ***Expression of Interest*** to attend *Stirling Laneways*.

COMMUNICATION

Contact: **Bec Francis**

Event Designer & Manager, *Stirling Laneways*

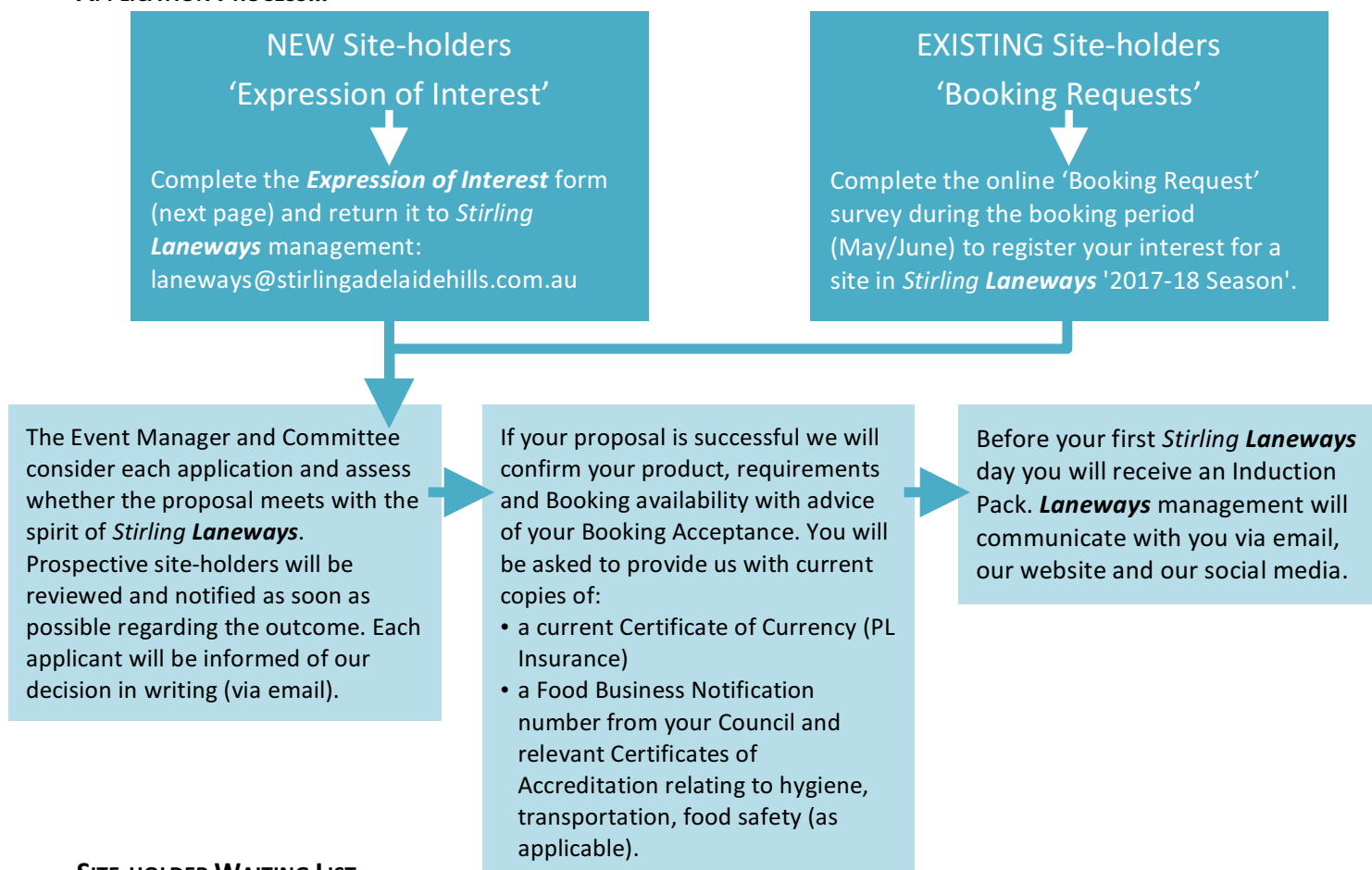
- 0400 678 781
- laneways@stirlingadelaidehills.com.au

Ensure you provide *Laneways* with a current email address as **email is the preferred mode** for all communication.

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APPLICATION PROCESS...



SITE-HOLDER WAITING LIST

Submission of a Booking Request, or being a registered Site-holder, does not guarantee your requested date(s) at each/any future *Stirling Laneways*, as Site Allocation depends on space availability, the number of requests received each month, as well as the mix/balance of the market. We anticipate that booking requests may exceed space availability, and if so, the Site-holder Waiting List will be utilised in the lead-up to associated *Laneways* events.

Similarly, if you apply and are approved as a Site-holder, but no spaces are available at that time, we will put you on the Waiting List. If a place becomes available, you will be contacted to confirm your interest.

THEN WHAT HAPPENS? SNAPSHOT OF A USUAL MONTH'S TIMELINE

Your Site Allocation advise which months you have a site booked at *Laneways*. This are the communications you will then receive for any allocated month...

- 3 WEEKS BEFORE: 'Booking Confirmation' email - this is a reminder to each Site-holder that they are booked in for the next *Laneways* event. You only need to respond to this email if you need to alter/cancel your booking.
- 2 WEEKS BEFORE (roughly):
 - 'Site Location' advice which includes the Induction Pack that includes bump-in/out information
 - 'Invoice', for payment BEFORE the event
 - 'Reminder of Certificate of Currency' (for those whose PL insurance has lapsed or not yet been sent through)

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EXPRESSION OF INTEREST

laneways@stirlingadelaidehills.com.au

An initiative of the Stirling Business Association

Complete this form to register your interest for a site at *Stirling Laneways*

YOUR DETAILS

[Block Letters please]

NAME OF COMPANY / BUSINESS:

NATURE OF BUSINESS:

CONTACT PERSON:

EMAIL: WEBSITE:

MOBILE: OTHER PHONE:

POSTAL ADDRESS: POSTCODE:

HAVE YOU PREVIOUSLY ATTENDED *STIRLING LANEWAYS* AS A SITE-HOLDER: YES NO

DESCRIPTION OF GOODS OFFERED FOR SALE: Please provide a brief description of your proposed site. Be accurate and include the source of the goods. (You are encouraged to add as much documentation, photographs etc, as possible, to assist the Committee in making an *informed* decision).

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BOOKING REQUEST(S) & SITE REQUIREMENTS

As our *Stirling Laneways* event grows in popularity, sites are limited in capacity and subject to increasing demand. You can apply for your choice of **up to 5 of the 8 scheduled events**.

Indicate which **5** events you would like to attend:

- September 24 – Season Launch ‘*Spring*’
- October 22
- November 26
- December 17
- January 28
- February 25
- March 25
- April 22– Season Finale ‘*Autumn*’

Indicate your Site Requirement preferences:

- 1.5m x 3m 1m x 4.5m 3m x 3m

Number of sites requested:

Indicate whether you would be interested in a ‘quieter’ location for a discounted rate (3x3 sites only): YES

Indicate whether you may be eligible for a discounted site as a:

- Not-for-Profit (selling goods to the public)
- Not-for-Profit (providing information ONLY – NO sale of goods) [**Maximum of one (1) site ONLY**]
- Stirling Business Association Member

This form represents an Expression of Interest only. Permission to be a part of *Stirling Laneways* will only be formally granted after consideration by the Committee. The declaration/agreement below must be completed and returned. You will be notified of the Committee’s decision, *in writing*, as soon as practicable, and no correspondence will be entered into.

DECLARATION

I/We have read the terms and conditions stated in the **Site-holder Guidelines** and I/we agree to abide by the Committee’s decision. I/We declare that we believe the description of the goods I/we wish to sell to be an accurate one.

SIGNED: DATE:

Note: A person of 18 years of age or over must sign this application. Where the site-holder is below this age a parent or guardian who is willing to accept responsibility on their behalf must sign it.

Return form via: **email** (preferred) - laneways@stirlingadelaidehills.com.au | **mail** - PO Box 187 Stirling, SA 5152