

# 2018-19 SEASON

## SITE-HOLDER GUIDELINES



### 'KIDS' LANE: TIN LIDS LANE

*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.

*Laneways* events commenced in April 2014. In April 2015 we launched an initiative just for kids, *Tin Lids Lane*.

*Tin Lids Lane* is an opportunity for entrepreneurial kids to sell their own creations in a vibrant market atmosphere, and experience the real-world challenges involved in organising their own enterprise. To that end, a nominal site-fee is charged and the Site-holder Guidelines generally parallel those for a regular *Laneways* site. Public Liability Insurance is required. Our conversations with several schools and businesses have indicated that existing PL Insurance cover may extend to such 'supported' activities, for example where the activity stems from a related 'enterprise education' program. Refer to 'Insurance' below...

The *Tin Lids Lane* sites ARE NOT fundraiser sites for schools, clubs or sporting groups.

#### WHERE

*Stirling Laneways* is located in the pedestrian laneways and spaces which stem directly from the main street (Mt Barker Road) and Centenary Place. *Tin Lids Lane* is part of the laneway known as 'Tiers Loop' (on the raised paved area adjacent Red Cacao's outdoor area). A *Tin Lids* site may be elsewhere at the Event Manager's discretion.

#### WHEN

Times	
	<ul style="list-style-type: none"> <li>Bump-in: 9-10am</li> <li>Event: 10am-4pm</li> <li>Bump-out: 4-5pm</li> </ul>
Dates - Sundays	
	<ul style="list-style-type: none"> <li>September 23 – Season Launch 'Spring'</li> <li>October 28</li> <li>November 25</li> <li>December 16</li> <li>January 28, 2018</li> <li>February 24</li> <li>March 24</li> <li>April 28 – Season Finale 'Autumn'</li> </ul>

2019-20 details shall be released in mid-2019.

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 event.

#### 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* concept or for any other reason.
- Applications for the sale of prepared food will be declined.** Fresh produce is permitted.

#### SITES

- Sites are limited. All sites are outside.
- Kids' Lane Sites are: 1.5m x 3m (umbrella & trestle table)
- Site fees are as follows (GST excluded):

Size	Regular KIDS Site-holder	GST	Total
<b>1.5m x 3m</b>	\$15.00	\$1.50	\$16.50

- No site larger than the size paid for will be accepted. Sites exceeding the size requested will incur an additional cost and may be relocated.
- Shade canopies/gazebos/umbrellas 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.

#### WASTE REMOVAL

- Waste disposal, 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.

#### PACKAGING

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

#### VEHICLES

- Vehicles may unload using designated loading zones and then parked away from the market area in the nearby parking areas.

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#### 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.

#### 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

- Operation of excessive &/or intrusive noisy equipment is not permitted.

#### INSURANCE

- Site-holders must be covered by Public Liability Insurance and provide a copy of the Certificate of Currency: General traders, associations etc to the value of AUD \$10million. Our conversations with several schools and businesses have indicated that existing PL Insurance cover may extend to such 'supported' activities, for example where the activity stems from a related 'enterprise education' program. Check with your supporting school/club/business (and they with their insurer) to see if this is possible.
- 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 TIN LIDS 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 have a site at the new *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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### 'KIDS' LANE: TIN LIDS LANE



#### APPLICATION PROCESS...



The Event Manager and Committee consider each application and assess whether the proposal meets with the spirit of *Stirling Laneways*. Prospective site-holders will be reviewed and notified as soon as possible regarding the outcome. Each applicant will be informed of our decision in writing (via email).

If your proposal is successful we will confirm your product, requirements and Booking availability with advice of your Booking Acceptance. You will be asked to provide us with current copies of:

- a current Certificate of Currency (PL Insurance)
- a Food Business Notification number from your Council and relevant Certificates of Accreditation relating to hygiene, transportation, food safety (as applicable).

Before your first *Stirling Laneways* day you will receive an Induction Pack. *Laneways* management will communicate with you via email, our website and our social media.

#### 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

'KIDS' LANE: TIN LIDS LANE



PO Box 187, Stirling SA 5152

laneways@stirlingadelaidehills.com.au

An initiative of the Stirling Business Association

Complete this form to register your interest for a Tin Lids Lane site at Stirling Laneways

YOUR DETAILS

[Block Letters please]

NAME OF CHILD/REN APPLYING: .....

NAME OF SUPPORTING SCHOOL / CLUB / COMPANY / BUSINESS: .....

ABN OF SUPPORTING SCHOOL / CLUB / COMPANY / BUSINESS: .....

NATURE OF CHILD(S)'S ENTERPRISE: .....

CONTACT PERSON (OVER 18): .....

EMAIL: .....

MOBILE: ..... OTHER PHONE: .....

POSTAL ADDRESS: ..... POSTCODE: .....

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

Indicate which events you would like to attend:

- September 23 – Season Launch 'Spring'
October 28
November 25
December 16
January 27
February 24
March 24
April 28– Season Finale 'Autumn'

PL INSURANCE

Indicate which applies:

- I/We have arranged for Public Liability Insurance cover via our supporting school / club / company / business, and a copy of the Certificate of Currency will be provided.
I/We have arranged for our own Public Liability Insurance cover and a copy of the Certificate of Currency will be provided.

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 possible, 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 - laneways@stirlingadelaidehills.com.au | mail - PO Box 187 Stirling, SA 5152