

# Katherine Community Market

## Market Procedures for Stallholders



Welcome to the Katherine Community Market.

This brochure has been produced to help with the smooth running of the market, and is intended to make your day as enjoyable as possible.

### **Confirming Attendance**

Casual stallholders are asked to notify the Market Registrar by Thursday if you intend to hold a stall on Saturday. This can be done by email [info@katherinemarkets.com.au](mailto:info@katherinemarkets.com.au) or on 0428730363.

Permanent stallholders are asked to notify the Market Registrar only if you do not intend to attend the coming Saturday.

### **Market Day**

#### **Parking**

Market volunteers begin setup from 6:30am. Stallholders with cars are asked to access Ryan Park by entering the adjacent carpark from the Stuart Highway. Once unloaded, stallholder vehicles (excluding those which constitute part of a stall) need to be moved to the Victoria Highway car park. Please note that the car spaces on the Stuart Highway outside the Ryan Park car park are reserved for customers.

The Ryan Park Carpark is closed to all traffic at 7:45am and is reopened at the close of the market.

#### **Site Allocation**

The Market Manager is responsible for the allocation of stall sites. Permanent stallholders are allocated permanent sites. Casual stallholders should discuss stall site with the Market Manager before setting up their stall.

#### **Times**

Current market operating hours are 8am—1pm. It is expected that stallholders will be set up and ready to sell at 8am. We ask that stallholders do not pack up prior to market closing time, except for specific activities where prior approval has been given. Commencement of sales prior to 8am is also discouraged.

### **Stallholder Fees**

The Market Manager or Assistants will come around and collect stall and insurance fees during the morning. A receipt will be issued, and it is recommended that you retain the receipt for 7 days.

### **Promotional Market Bags**

Promotional Market Bags are available for customers to purchase for \$3. The profit from sales helps to minimise the costs of insurance and stall fees. The Market Manager can distribute bags to stallholders who might be able to help sell them. The surplus bags and any takings will be collected before the end of the market.

### **Market Pack up**

At closing time, the Ryan Park car park will be re-opened to vehicles. Particular care is needed during this time as there may still be pedestrians in the area. Stall holders are asked to ensure their stall sites are free of waste prior to departure.

Please note that the rubbish bins provided are for customer use only. It is expected that stallholders will collect their own rubbish and take it home.

If you have any problems during the market, please talk to the Market Manager.

We hope your experience is as enjoyable as possible, and we welcome your feedback and suggestions for improvement.

Contact us

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