



# 'A DAY IN THE GARDENS' SUNDAY 11 NOVEMBER 2018

Handmade crafts, produce, food and high-end commercial goods accepted  
Stall holders are encouraged to join in the spirit of  
the 2018 Benalla Festival theme

"Our Backyard – celebrating our special places and spaces"



Benalla  
Festival



## MARKET EXPRESSION OF INTEREST

Applications close 15 October 2018

Commercial operator  Community Group/NFP

### CONTACT DETAILS

Name of business / group / organisation

Contact Person

Address

Phone

Email

Facebook / Website address

### PRODUCT DESCRIPTION

**SITES** Sites are approximately 3-4m. Please tick your preference.

Single unpowered site \$65  Powered Site \$90  Double site \$125 (very limited availability)

### DO YOU HAVE PUBLIC LIABILITY INSURANCE

- Yes I enclose a copy of my Public Liability Certificate of Currency
- No (Please make contact with the Market Coordinator to discuss)

I (applicant name) .....

on behalf of (organisation name) .....

understand and abide by the conditions set out on page 2 of this application and believe the information  
supplied is accurate to the best of my knowledge.

Signed .....

Date .....

## MARKET INFORMATION

### What types of products are sold?

'A Day in the Gardens' is a community market with stalls offering food, regional produce, homewares, handmade items, plants and gifts as well as a limited number of stalls offering high end commercial goods such as clothes, hats, bags, tools etc. **No second-hand goods are to be sold.**

### Where is the 'A Day in the Gardens' market situated?

The site for 'A Day in the Gardens' is surrounding the cricket oval in Benalla's beautiful Botanical Gardens, located in Bridge Street, Benalla, beside Lake Benalla and adjacent to the Benalla Art Gallery.

### What do I need to provide to apply?

All stall holders must complete this Expression of Interest form and return it together with a copy of their Public Liability Certificate of Currency by **15 October 2018** to:

**Amanda Challis, Market Coordinator, A Day in the Gardens, P O Box 2041, Benalla West 3671  
or email [achallis1@hotmail.com](mailto:achallis1@hotmail.com)**

If you are a food vendor, you need to be registered via Streatrader, the Victorian Government online registration system (<https://streatrader.health.vic.gov.au>) and have lodged a Statement of Trade with Benalla Rural City Council online via Streatrader at least 5 working days before the Day in the Gardens Market. These documents must be available on the day. Please contact Council's Public Health Coordinator on 03 5760 2600 if you have any queries or need assistance with the registration process.

### How will I know if my application is successful?

Please note that stall allocation is at the sole discretion of the Market Coordinator and not all Expressions of Interest will be able to be accommodated. If successful, you will receive a site offer via the telephone number or email contact you have provided on the Expression of Interest form.

### How do I pay?

Once you have been notified by the Coordinator that you have been offered a site, your payment must be received within 5 working days. Your site is confirmed when full payment within the specified time frame has been received. Payment can be made as follows:

**Cheques** made payable to: [Benalla Rotary Club](#) and posted to the Market Coordinator.

**Direct Deposit:** [CWB BSB 063 505](#), Account Name: [Benalla Rotary Club](#), A/C No: 1012 1777 Reference: **YOUR FULL NAME**. It is very important to identify your payment correctly. **Do not make any payment until you have been contacted by the Market Coordinator.**

### Market enquiries

**Please contact Market Coordinator Amanda Challis**

**email: [achallis1@hotmail.com](mailto:achallis1@hotmail.com)**

### More information

Information on set-up times, parking, what to bring etc. will be provided to successful stallholders.

### TERMS AND CONDITIONS:

1. The Market Coordinators reserve the right to refuse stall applications in the interest of a balanced and varied market.
2. Goods sold at the Market must be those that are submitted in the product description on the application form.
3. Goods must be available for sale from 9am to 3pm.
4. Stall holders must secure their marquee or umbrella at all times with weights or pegs.
5. Stall holders must hold public liability insurance cover and carry a copy of their Certificate of Currency.
6. Food vendors must have appropriate insurance, licenses and registrations available for inspection.
7. Stall holders give their permission for the Market Coordinators to use their images, business name, website details for market promotional use.
8. All site allocations are at the sole discretion of the Market Coordinator.
9. All stall holders must follow the application process. 'Walk-in' traders will not be accepted.