



# RE PLACE SUSTAINABLE MARKETS STALL HOLDER GUIDE

THE SUSTAINABILITY HUB  
7 PROSPECT RD, SUMMER HILL



Re Place resides on the unceded lands of the Gadigal and Wangal peoples, who we acknowledge as the Traditional Custodians of this land. Always was, and always will be, Aboriginal and Torres Strait Islander land.







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## Section 1: Info for All Stall Holders

### Welcome!

We are very excited to have you as a stall holders at one of our upcoming sustainable markets. **Please read this guide in full to understand your rights and responsibilities as a stall holder.**

### TYPES OF STALLS

It is important to determine what type of stall holder you are, as this will affect the price of your space and which form you fill out. Please read carefully:

1. **Retail:** Anyone selling sustainable products, including makers and artists
2. **Services:** Anyone sharing info about the sustainable services or education they offer
3. **Food:** Any registered food business that operates sustainably

Note:

- Retail is anyone **selling** something; services is anyone **not** selling anything

### OUR 'RE' CATEGORIES

The Re categories are how we define the various ways we can live more sustainably. Some stall holders will fall under more than one category:

1. **Rethink:** Envision new ways to live sustainably
2. **Reduce:** Buy less, waste less, own less
3. **Reuse:** Choose reuse over single use
4. **Repair:** Don't ditch it, fix it
5. **Repurpose:** Make something new from something old
6. **Recycle:** Find better ways to divert your waste



Anyone who has a reason to Re (even one that is not listed above) is welcome to join us!

### UNFAVOURABLE WEATHER

Our market hall is undercover, so the markets will go ahead regardless of the weather conditions or rain. In the event of unfavourable weather conditions the Re Place team will do everything possible to ensure the comfort and safety of stall holders and patrons.

If you decide not to attend on the day, your stall holder fee will **not** be refunded. If you decide not to come, please send a text message to the market organisers to notify them.

## WHAT TO EXPECT ON THE DAY

- Your stall space will be clearly marked out
- A sign with your reasons to Re and your QR code will be provided
- If you have requested power, you will find power cords and boards in your space
- Chairs will be placed in all stall holder spaces - let us know if you need more
- Feel welcome to use our kettle and microwave
- Bathrooms are on site, though not in the market hall
- If you book a small retail, services or food space, you will receive a stall booth
- If you book a large retail/services space, we can provide some tables (limited)
- If you book a large food space, you will need to bring all tables and other fixtures
- You will need to take any rubbish you generate
- You can let us know if you need any 'extras' e.g. tape, cable ties, hooks etc.
- Our friendly team of volunteers are happy to help in any way

## BUMP IN AND BUMP OUT PROCESS

Please be respectful of other stall holders, the event organisers and other occupants of the Sustainability Hub. For large events like the markets, we must all work together to ensure that the process of entering and exiting the site is smooth, speedy and safe.

**Bump in process - 9:30am to 10:30am**

***No vehicles on site or bumping-in allowed before 9:30am - no exceptions***

***All vehicles must be off site by 10:30am***

1. Drive into the Sustainability Hub and find a **temporary** parking spot
2. Locate the event organisers who will show you which stall you have been allocated
3. Unload your vehicle and take all your items to your allocated space
4. **Do not** set up your space yet - please remove your vehicle first
5. Find a parking spot on the street (we can watch over your items while you are gone)
6. Return to your allocated space and set up your stall

**Bump out process - 3pm to 4pm:**

***No vehicles on site or bumping-out allowed until 3pm***

***All vehicles must be off site by 4pm***

1. Pack down your stall. Please ensure you do this **before** you bring your vehicle back
2. Bring your vehicle back to the hub and find a temporary parking spot
3. Load your vehicle and exit the hub

*Note:*

- *Please unload and load as quickly as possible so that all stall holders have adequate time*
- *Please do not leave cash or valuables unattended. We provide all care, yet no responsibility*

## GENERAL INFORMATION

- The cost of your stall depends on the **type** and **size** of your stall
- 'Type' refers to Retail, Services or Food and 'size' refers to Small or Large
- You will be required to pay your stall fee at the time of booking your stall
- Please note cut-off dates for booking and payments on the booking form
- Stall fees quoted in this guide are discounted while the markets get up and running
- Stall fees will increase in 2024, with full consultation from stall holders
- Payments are non-refundable. Credits will be issued only if the market is cancelled
- When submitting your booking form you are agreeing to adhere to the information provided in this guide, are giving permission for any photos or video taken of you at the markets to be used for promotional purposes and agree to fulfill your full responsibilities as a stall holder.

## NEXT STEPS

1

### READ THE STALL HOLDER INFO GUIDE IN FULL

Understand your rights, requirements and responsibilities as a stall holder.

2

### ENSURE YOU HAVE ALL REQUIRED INFO

Take a look at the form to find out what you will need to become a stall holder.

3

### FILL OUT THE FORM AND PAY YOUR FEE

Once you submit your form and pay you will receive a confirmation email.

4

### GET IN TOUCH IF NEEDED

Contact us if you need to provide further info or if you have any questions.

5

### GET PACKING!

See the checklist on page 11 to help you be as prepared as possible.

## CONTACT DETAILS

Contacting us via email is preferable. You can also send a text message or call the organisers if needed. Please note that our team are all volunteers and, while usually quick to reply, may not be able to respond immediately. On the day of the markets, the best mode of contact is call or text message, rather than email.

- Leyne mobile: 0433 020 127
- Bindi mobile: 0416 374 534
- Email: [info@thevillageproject.org.au](mailto:info@thevillageproject.org.au)

## Section 2:

# Retail and Services Stall Holders

*Food stall holders, please continue to Section 3*

## CRITERIA FOR RETAIL & SERVICES STALLS

Stalls will only be offered to those who can fulfill the full criteria:

- **Re category:** You must fall under at least one 'Re'. If you are unsure, please ask us.
- **Transparency:** You need to be able to explain to customers how you are sustainable.
- **Packaging:** Product packaging must be compostable or recyclable. **No plastic packaging.**
- **Ethical:** Products must be handmade, made responsibly and/or ethically sourced.
- **Compliant:** You must provide a copy of your public liability insurance.
- **Vegan friendly:** Products made from any animal or animal by-product cannot be sold.

Notes:

- *If you are unsure about any of the above criteria, please chat with us*
- *If you do not provide a copy of your insurance, you will not get a stall*
- *If you need help in finding sustainable packaging we are happy to help out*
- *Some recycled non-vegan-friendly products are ok e.g. recycled leather shoes or belts*

## STALL SPACE SIZES AND PRICES

There are two size spaces for retail and services stalls, small or large.  
Please note that retail stalls will be given priority over services stalls.

Stall Size	Space Size	What's Provided	Retail Fee	Services Fee
Small	Your area is 1.2m W x 1.5m D. The booth we provide is 1.2m W x 60cm D.	A small booth (details below), a chair, sign with QR code and 'Re's' and power cords if requested.	\$75	\$40
Large	Your area is 2.4m x 2.4m.	A chair, sign with QR code and 'Re's' and power cords if requested. You will need to bring your own tables. We can provide tables in a limited capacity to those who request one.	\$95	\$60



## SMALL RETAIL & SERVICES STALL INFO & EXAMPLES



Stall depth  
is 60cm

Bench  
height is  
80cm

1.2m wide

We have designed and built stall booths which are provided to all small stall holders. The front panels are made from recycled plastic lids and bread tags. The side panels, bench and roof are made from recycled timber. The frames are aluminium and are recyclable.

- Space area: 1.2m W x 1.5m D
- Bench area: 1.2m W x 60cm D
- Bench height: 80cm
- Standing area : 1.2 W x 90cm D
- Storage area: 1.2m W x 60cm D





## LARGE RETAIL & SERVICES STALL INFO & EXAMPLES

It is preferred that stall holders who hire a large space will bring their own table and fixtures. We are able to provide a limited amount of tables, of various sizes, to those who request one. The space area is 2.4m x 2.4m, which you can configure in any way you like.





## Section 3: Food Stall Holders

### CRITERIA FOR FOOD STALLS

Stalls will only be offered to those who can fulfill the full criteria:

- **Re category:** You must align with our Re's, even if you do not directly fall under one.
- **Transparency:** You need to be able to explain to customers how you are sustainable.
- **Packaging:** Packaging must be compostable or recyclable. **No plastic packaging.**
- **Ethical:** Your business must be sustainable. Preference is given to organic and local.
- **Compliant:** You must provide a copy of your public liability insurance.
- **Food compliant:** You must be able to provide a food license and food safety certificate.
- **Vegan:** Products made from any animal or animal by-product cannot be sold.

Notes:

- *If you are unsure about any of the above criteria, please chat with us*
- *If you do not provide a copy of your insurance or compliance documents, you will not get a stall*
- *If you need help in finding sustainable packaging we are happy to help out*

### STALL SPACE SIZES AND PRICES

There are two size spaces for food stalls, small and large. To ensure that our food stall holders can minimise food waste as and draw as many customers as possible, only 1-2 food stall holders will be selected per market.

Stall Size	Space Size	What's Provided	Fee
Small	Your area is 1.2m W x 1.5m D. The booth we provide is 1.2m W x 60cm D.	A small booth (details below), a chair, sign with QR code and power cords if requested.	\$75
Large	Your area is 3m x 3m.	A chair, sign with QR code and power cords if requested. You will need to bring your own tables and fixtures.	\$115

## SMALL FOOD STALL INFO

Small stalls are **not** suitable for stall holders who wish to cook on site or sell hot food.

Suitable uses include baked goods, pre-packed food and ready-to-go items.



Stall depth  
is 60cm

Bench  
height is  
80cm

1.2m wide

We have designed and built stall booths which are provided to all small stall holders. The front panels are made from recycled plastic lids and bread tags. The side panels, bench and roof are made from recycled timber. The frames are aluminium and are recyclable.

- Space area: 1.2m W x 1.5m D
- Bench area: 1.2m W x 60cm D
- Bench height: 80cm
- Standing area: 1.2m W x 90cm D
- Storage area: 1.2m W x 60cm D

## LARGE FOOD STALL INFO

Large stalls are suitable for stall holders who wish to cook on site or offer hot food.



Stall holders who hire a large space will need to bring their own table and fixtures. If you have a marquee, you are welcome to bring it, however it is not necessary as our markets are undercover.

The space area is 3m x 3m which you can configure in any way you like.

Please ensure that you let us know how many power points and cords you will require when you fill out the stall holder form.

## Section 4: Extra Info

### A LITTLE BIT ABOUT RE PLACE

Re place is an initiative of the not-for-profit, and co-op, The Village Project.

The vision of Re Place is to provide a space where people can see **the entire cycle of the circular economy under one roof** - from dropping off waste, to learning how it gets repurposed or recycled, to being able to purchase products made from this waste.

Our goal is to make it more accessible and less overwhelming for people to discard their waste responsibly. We also aim to challenge how people view waste and to reimagine new ways to live in a way that reduces the amount of waste produced in the first place.

Throughout 2024, Re Place will expand to offer:

- Permanent spaces such as maker spaces, a retail shop and waste collection hubs
- Temporary spaces such as market stalls, artist residencies and event space hire
- Events such as markets, exhibitions, talks and workshops
- Waste collection such as one-day drop-offs and tricky trash campaigns

Thank you for being part of our journey and for contributing to empowering the community to discover their reason to Re. We look forward to seeing you at the markets!





## A SNEAK PREVIEW...



## STALL HOLDER CHECKLIST

Getting ready for a market can be a lot of work! Here's a handy checklist for you to use on the day (or at other markets) to help you get organised and feel fully prepared.

### MONEY

- ☐ Cash float
- ☐ Card payment facility e.g. Square
- ☐ Charger for card payment facility
- ☐ Receipt book
- ☐ Cash tin or bag

### DISPLAY

- ☐ Hooks
- ☐ Price tags
- ☐ Fittings and fixtures
- ☐ Mannequins, clothes racks, hangers
- ☐ Baskets, trays and tubs

### MARKETING

- ☐ Business cards
- ☐ Flyers or promotional materials
- ☐ Signage
- ☐ Email newsletter sign-up sheet or display

### EQUIPMENT

- ☐ Tablet
- ☐ Laptop
- ☐ Chargers
- ☐ Phone
- ☐ Portable modem

### OTHER

- ☐ Tables and chairs
- ☐ Mirror
- ☐ Stationery e.g. tape, scissors, pens etc.
- ☐ Rubbish bags
- ☐ Odd bits as needed: cable ties, safety pins, tools, string, clamps
- ☐ Sand bags or weights
- ☐ Tablecloth (note that small booths will not require a tablecloth)
- ☐ Snacks, drinks and lunch

### NOTES & OTHER THINGS TO PACK