



Stall holder registration



BEFORE YOU START:

Make sure you have the following:

- an image of your stall, product or service;
- a digital copy of your insurance; Please note that you require \$20 million of both public liability and product liability insurance.
- a digital copy of your Food Authority Registration Number and or notification to Blue Mountains City Council

Be warned that your data will be lost if you are unable to upload this information during the registration session.

To register, please enter your business e-mail address



Stallholder application and booking page

To apply to become a stallholder, please fill in your email below.

The system will then check to see if you are already on our files and then present an application form to complete.

Please enter your email address

XXX@tpg.com.au

Submit

1. Enter your business e-mail address

Enter your details – note the required fields

[* required fields]

Your Trading Name

Name *	<input type="text" value="Joe Bloggs Stall"/>
ABN	<input type="text" value="1122334455"/>
Password *	<input type="password" value="xxxxxxx"/>

ABN = Australian Business Number

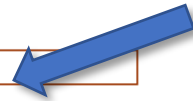
Your Contact Details

Contact 1 Contact First Name *	<input type="text" value="Joe"/>
Contact 1 Contact surname *	<input type="text" value="Bloggs"/>
Contact 1 Telephone 1 *	<input type="text" value="0400005005"/>
Contact 1 Address Line 1	<input type="text"/>
Contact 1 Address City	<input type="text"/>
Contact 1 Address State	<input type="text" value=""/>
Contact 1 Address Postcode	<input type="text"/>

Social Media

Facebook Page	<input type="text"/>
Instagram	<input type="text"/>
Website	<input type="text"/>

Enter your social media contacts if you have them



Authority to publish & tag your social media:

Do you allow us to publish and tag information relating to your business on our social media?

Social Media Authority *

Required Information

Business Sector *

Business Sector Subcategory

Click on the box, & select yes or no.

Please tell us about your product

Stallholder Description *

Please upload an image of your products and stall

Stallholder Image



Click on the link to browse & insert the photo file of your stall

Do you allow us to publish and tag information relating to your business on our social media?

Social Media Authority *

Required Information

Business Sector *

Business Sector Subcategory

Please tell us about your product

Stallholder Description *

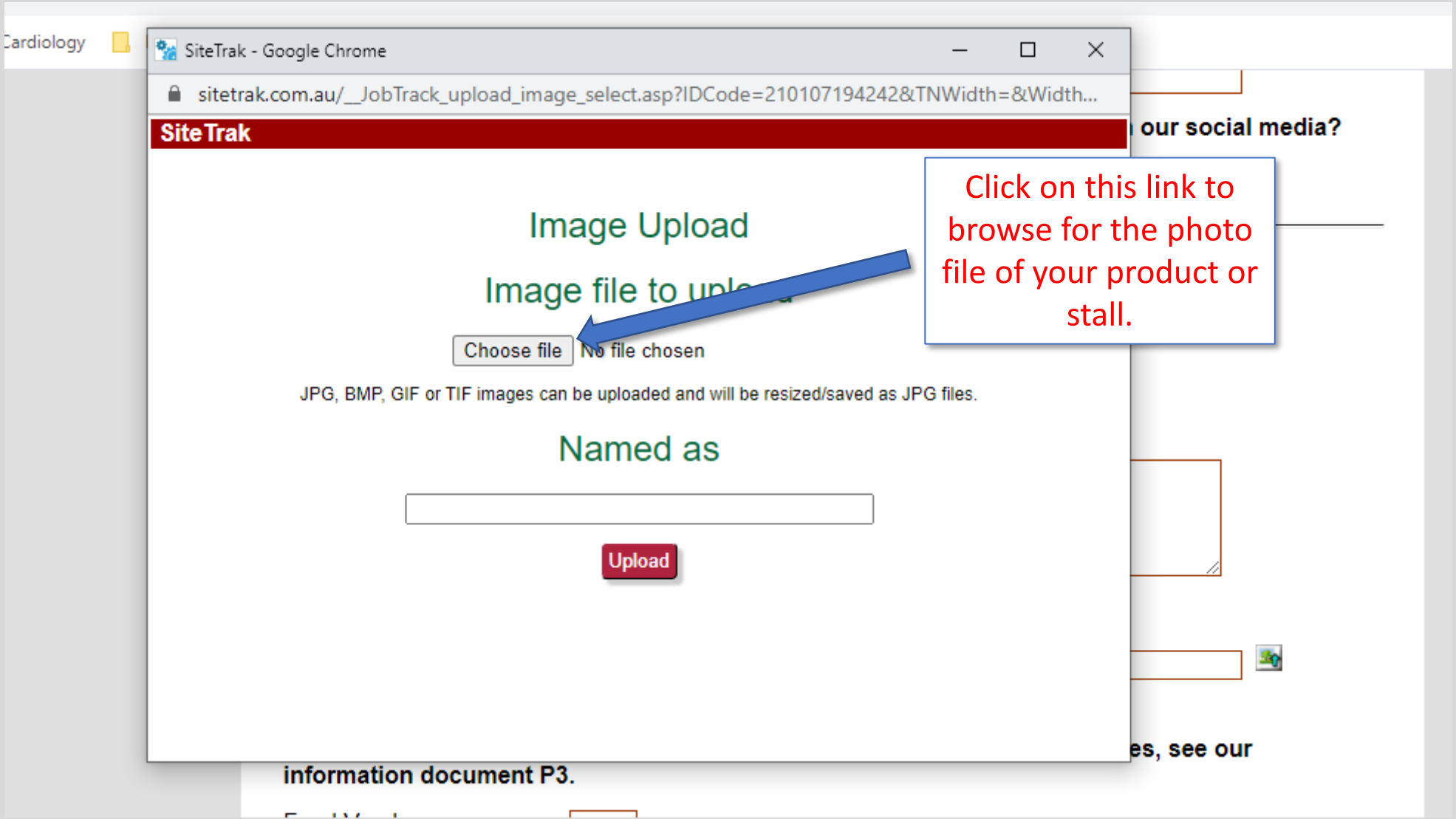
Click on this link to browse for the photo file of your stall.

Please upload an image of your products and stall

Stallholder Image



Click on button to browse for your photo file

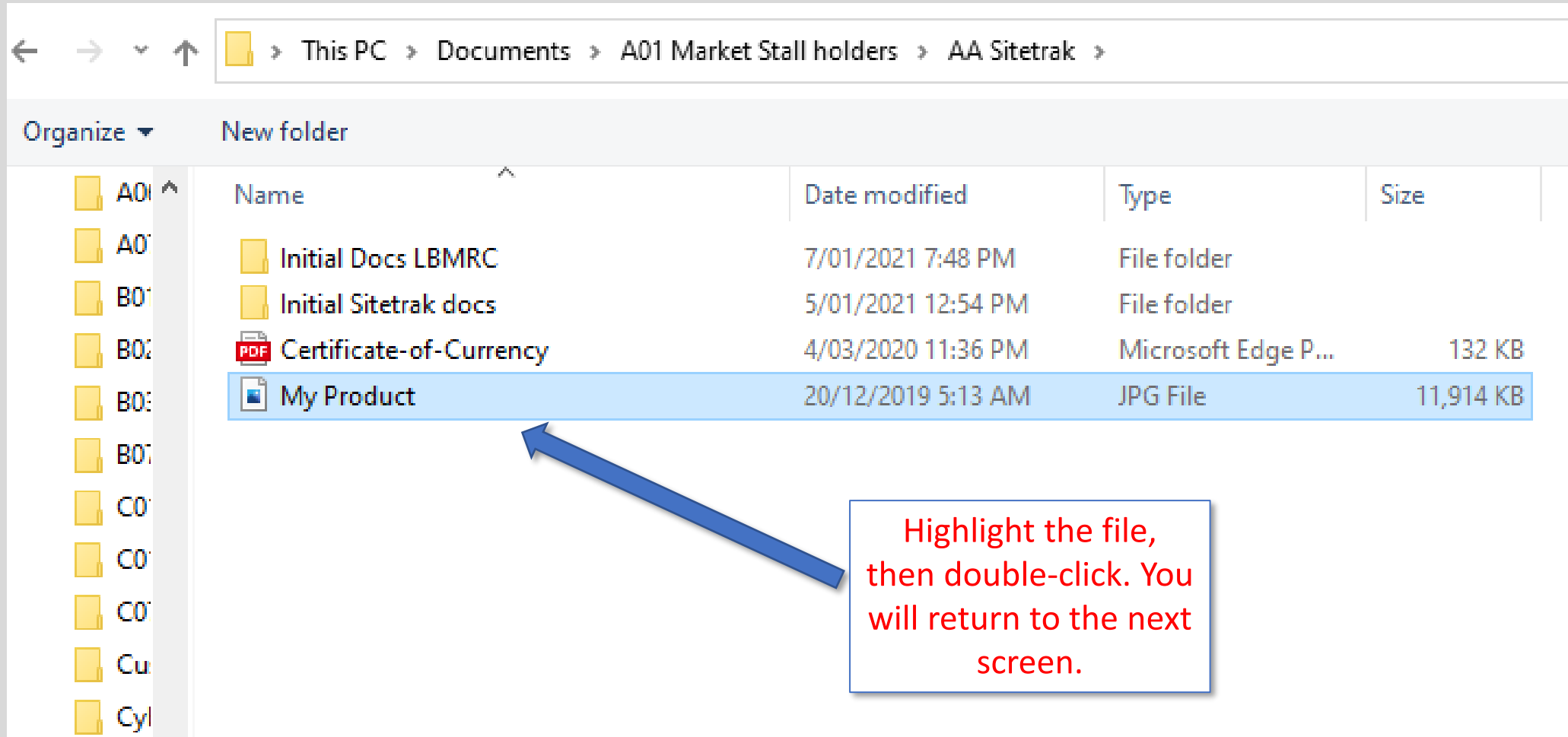


The screenshot shows a web browser window titled "SiteTrak - Google Chrome" with the URL "sitetrak.com.au/_JobTrack_upload_image_select.asp?IDCode=210107194242&TNWidth=&Width...". The page has a red header with "SiteTrak" in white. The main content area is titled "Image Upload" and "Image file to upload". Below this is a file selection interface with a "Choose file" button and the text "No file chosen". A blue arrow points from a callout box to the "Choose file" button. Below the file selection is a text input field labeled "Named as" and a red "Upload" button. A note states: "JPG, BMP, GIF or TIF images can be uploaded and will be resized/saved as JPG files." The page also contains partial text for "our social media?" and "es, see our".

Click on this link to browse for the photo file of your product or stall.



information document P3.

Select your photo file & double click



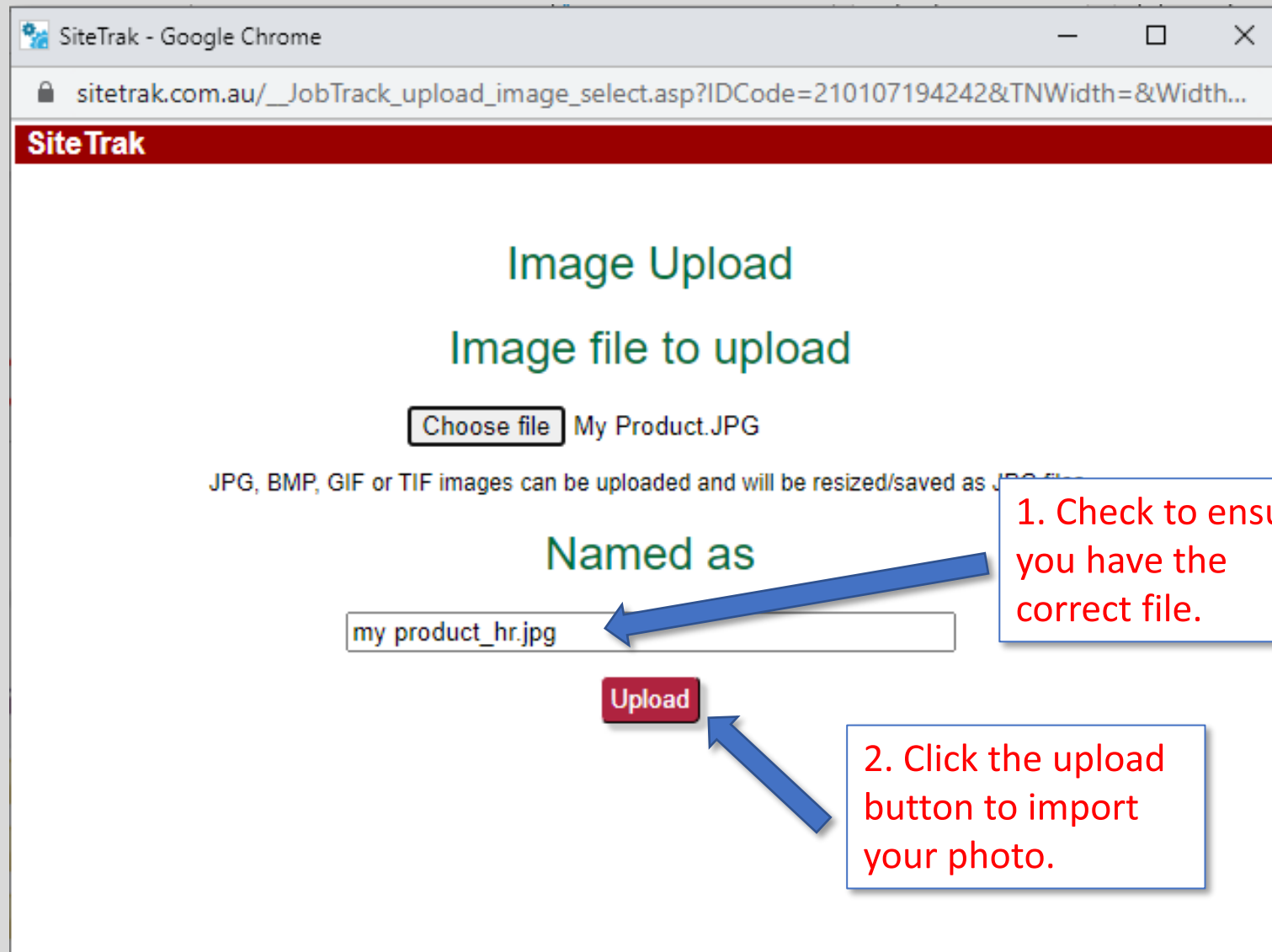
← → ▾ ↑ > This PC > Documents > A01 Market Stall holders > AA Sitetrak >

Organize ▾ New folder

Name	Date modified	Type	Size
Initial Docs LBMRC	7/01/2021 7:48 PM	File folder	
Initial Sitetrak docs	5/01/2021 12:54 PM	File folder	
 Certificate-of-Currency	4/03/2020 11:36 PM	Microsoft Edge P...	132 KB
 My Product	20/12/2019 5:13 AM	JPG File	11,914 KB

Highlight the file, then double-click. You will return to the next screen.

Upload your product or stall photo



The screenshot shows a web browser window titled "SiteTrak - Google Chrome" with the URL "sitetrak.com.au/_JobTrack_upload_image_select.asp?IDCode=210107194242&TNWidth=&Width...". The page header is "SiteTrak". The main heading is "Image Upload" followed by "Image file to upload". A file selection button labeled "Choose file" is next to the text "My Product.JPG". Below this, a note states "JPG, BMP, GIF or TIF images can be uploaded and will be resized/saved as JPG files". The "Named as" section contains a text input field with "my product_hr.jpg". A red "Upload" button is positioned below the input field. Two callout boxes provide instructions: "1. Check to ensure you have the correct file." with an arrow pointing to the input field, and "2. Click the upload button to import your photo." with an arrow pointing to the "Upload" button.

SiteTrak

Image Upload

Image file to upload

Choose file My Product.JPG

JPG, BMP, GIF or TIF images can be uploaded and will be resized/saved as JPG files

Named as

my product_hr.jpg

Upload


1. Check to ensure you have the correct file.

2. Click the upload button to import your photo.

Your photo will appear in the registration form:

Please upload an image of your products and stall

Stallholder Image

/edit/rotary_club_of_lower_blue_mountains_inc_uploads/210107194242my 



Continue to select answers on registration form

Will you be selling food at the market? Please indicate Yes or No below. If yes, see our information document P3.

Food Vendor

Do you require power for your stall? Please note there is a limited number of stalls with access to power.

Site Power Required

Do you wish to be a Regular or Pop Up Stallholder? Requests to become a Regular may see you placed on a wait list and offered Pop Up stalls until a Regular stall becomes available. Pop Up Stallholder may request a one off or specific date or dates.

Stallholder Type Request

Our Markets run on the 1st and 3rd Saturdays of each month other than January when there are no Markets held. Which Markets would you like to attend?

- If you are or wish to be a regular, select this answer.
- If you wish to remain a casual, select "pop up"

We need to know which markets you wish to attend

Do you wish to be a Regular or Pop Up Stallholder? Requests to become a Regular may see you placed on a wait list and offered Pop Up stalls until a Regular stall becomes available. Pop Up Stallholder may request a one off or specific date or dates.

Stallholder Type Request *

Our Markets run on the 1st and 3rd Saturdays of each month other than January when there are no Markets held. Which Markets would you like to attend?

Market Selection

Are you available at short notice to be contacted if we have a cancellation?

Short Notice Availability *

Are there any other requirements you wish for us to take into account?

Select 1 of the options

Provide your preferences in the text box provided

Do you wish to be a Regular or Pop Up Stallholder? Requests to become a Regular may see you placed on a wait list and offered Pop Up stalls until a Regular stall becomes available. Pop Up Stallholder may request a one off or specific date or dates.

Stallholder Type Request

*

Our Markets run on the 1st and 3rd Saturdays of each month other than January when there are no Markets held. Which Markets would you like to attend?

Market Selection

Are you available at short notice? EG - do you wish to be contacted if we have a cancellation?

Short Notice Availability *

Are there any other requirements you wish for us to take into account?

General Comments

We prefer to be placed on the grassy section.
We wish to remain casual on the 3rd Sat Market.


Insert any preferences here

Enter your insurance details

Insurance

All Stallholders:

Stalls will not be offered without \$20million of both Product and Public Liability Insurance Cover. Upload your Product and Public Liability Insurance Certificate of Currency.

Insurance Cover *	I will supply my own Insurance Cover ▾
Insurance Certificate	<input type="text"/>
Insurance Expiry Date	Select date → 



Import your Certificate of Currency (as for you product/stall photo)

Your insurance certificate will be filed – we will review it

6 December 2019 

CERTIFICATE OF CURRENCY

This Certificate confirms that the Policy specified below is current for the stated period, subject to the Policy terms, conditions and exclusions.

Class of Insurance: Broadform Liability

Insured Name: Joe Bloggs

Business Description: FLOWERS, FLORAL PRODUCTS: BOUQUETS, WREATH PLANTS

Policy Number: 46297

Period of Insurance: 13 Dec 2019 to 13 Dec 2020 at 4:00pm

Situations of Risk: Anywhere in Australia

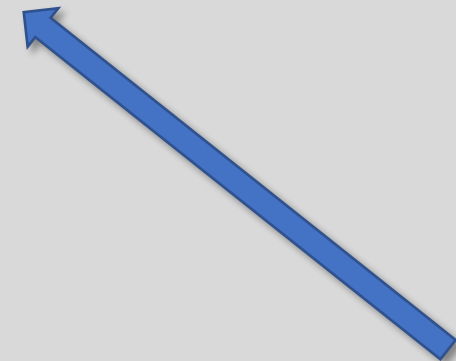
Policy Wording: ACERTA (GLD2492) Broadform Liability Policy 02/2015

Interest Insured: Legal Liability to third parties for bodily injury and property damage arising out of the activities of the insured

Limit of Liability:

Public Liability	\$10,000,000
Products Liability	\$10,000,000

Excess:
\$NIL



We check that you have valid insurance, and that it has not expired.

Read our Terms & Conditions:

Terms and Conditions

Please read and confirm acceptance below

General information:

This document updates the rules governing Glenbrook Rotary markets in the wake of the COVID19 epidemic.

Glenbrook Rotary markets are conducted by the Lower Blue Mountains Rotary club as a community service and to help fund various Rotary projects locally and internationally. Funds are also raised for Springwood High School, which currently administers our Markets site. We run on the first and third Saturday of each month, except January

All members involved in the running of these markets are volunteers so please be patient if there is a delay in communication. We aim to have a relaxed and friendly yet efficiently organised market.

Glenbrook Rotary markets are predominantly a craft and produce market with a range of quality products for sale. A variety of stallholders are desired to help ensure a good range of product is available for sale. No stall holder will have a monopoly on any one type of goods. If your item would be acceptable to sell at the market but currently other stalls offer similar goods, you may be placed on a waiting list until a vacancy arises. Decisions are made in the best interest of the market and we reserve the right to withdraw approval for stalls at our discretion.

Our Rotary Club's Book Fair also operates at each Market while the Rotary Barbecue will resume in 2021 on the third Saturday Market of each month.

Social Distancing

You are required to follow Social Distancing rules, as set out by the NSW Government. These include

Scroll down



At the end, you need to accept terms, then apply

- Processed fruits and vegetables, such as prepared salads and ready to eat fruit packs
- Cooked rice and pasta,
- Processed foods containing eggs, beans, nuts or other protein rich food such as quiche and soya bean products and
- Foods that contain any of the above foods such as sandwiches, rice salads and pasta salads

PLEASE ENSURE THAT YOU ARE FULLY AWARE OF AND COMPLY WITH THE APPLICABLE REGULATIONS. INSPECTIONS MAY TAKE PLACE. STALLS THAT DO NOT COMPLY WILL NOT BE PERMITTED TO TRADE.

Accept Terms and Conditions *

Send Application

2

1

1. You must agree to our terms & conditions.
2. THEN click this button to send your application

At the end, you need to accept terms, then apply

Markets are held during wet weather. If conditions become dangerous, e.g. high winds and storms we may close the market.

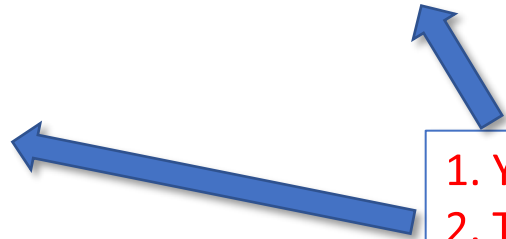
Contact us

Most communication for booking your site can be made via our automated on-line booking system. If you do need assistance, contact our Market Manager by email at Glenbrookrotarymarkets1@gmail.com

Accept Terms and Conditions *

Yes I agree to the Market Terms and Conditions ▾

Send Application



1. You must agree to our terms & conditions.
2. THEN click this button to send your application

Registration completed



Stallholder application and booking page

Thank you for your application to attend the Glenbrook Rotary Markets.

Once we have reviewed your registration details, we will send a further e-mail detailing how you book-in & pay