

My Kids Market Stallholder Information

Stall hire includes:

- 1 x plastic trestle table 76cm wide x 182cm long (6ft x 2ft)
- An additional area of approx 50cm on the left hand side of your table to display ONE clothes rack.
- Market staff to assist you with the Large Items Area (refer below for further details).
- Market entry for two people (Please refer to Helpers section for details about additional persons)
- Access to the Large Items Area for up to 4 large items. (refer below for more details)
- Quality indoor venue
- Market Stall Insurance is included for all stallholders to attend the Market but please note that this insurance does not cover products sold at the market. If you are hosting a Business Stall please ensure your products are covered by your own Public Liability as your products are not covered under our policy.
- Unlimited access to our MKM Community Facebook Group to promote your stall in the lead up to the Market Day
- Exclusive access to our MKM Stallholder Hub where we share helpful resources and you can ask stall related questions from fellow Stallholders.

Helpers

One Stallholder and one helper may man each stall. Additional helpers are allowed during set up or pack down, however, they will not be allowed to remain at your stall once the market is open to the public. Children are welcome to accompany you at the stall however they must be supervised at all times and are to remain within your allocated stall area.

Unloading/Parking

Stallholders will be provided with unloading and parking information prior to each Market Day and it is important that all Stallholders follow these instructions.

Exit Doors

All exit doors must be kept clear at all times and no stallholder is allowed to place goods, clothes racks or tables in front of the exit doors.

Floors - Plastic tubs, boxes or bags MUST NOT be wheeled or dragged across the floor.



Most of our markets are held in basketball stadiums on delicate timber flooring. Therefore, it is very important when moving your goods in/out or around the hall they are carried and you are not dragging any items across the floor. Any items with wheels must have the brakes turned off so the wheels can turn freely.

When bringing items to the Large Items Area all goods must be carried where possible. Please ensure items with plastic wheels such as highchairs and change tables have the brakes turned off.

If you are planning to display plastic tubs or boxes on the floor in front of your table you are required to sit them on a sheet or mat. If you are unable to adhere to this you will be asked by the market manager to remove them. **(except Newcastle where this is NOT required)**

Any damage to the floor (i.e. scratching) may result in the stallholder having to pay for the re-surfacing of the damaged area.

Market Bump In

Doors will open at 7.30am for stallholders and set up will continue until 8.45am. Stallholder only access doors will be closed at 8.45am and remain closed until the end of the market at 12noon.

Empty stalls will be reallocated to other stallholders or removed at 8.30am SHARP so please ensure you allow plenty of time to locate the venue as we do not refund or transfer stalls if you do not make it on time.

Market Bump Out/Check Out

The market will close to the shoppers at 12 noon and all doors will be reopened for stallholder pack up. We ask that you pack up as quickly as possible as the venues require us to have the floor clear by 12.45pm. We ask that you please leave your stall area as you found it.



Stall Set Up - Please Be Mindful of Neighbouring Stalls by NOT overloading your Stall

Boxes/Plastic Tubs - When displaying goods and boxes/tubs on the floor in front of your table they must not spread into the aisle as this may cause a tripping hazard. Too many goods on the floor will also create congestion which can deter shoppers.

If you are planning to display tubs/boxes on the floor in front of your table you are required to have a sheet or towel underneath them to protect the floor surface. **(except Newcastle where this is NOT required)**

Be sure to utilise the Large Items Area as this will allow for more space at your stall for your smaller items.

Clothes Racks – Clothes racks are a great way to sell clothing at the market. Stallholders may bring one clothes rack to place on the left side of your trestle table unless you are on a corner stall where you may place it on either side. This will ensure there is adequate space for the shoppers to browse the racks.

Please note that clothes racks are not provided so you will need to bring your own if required.

Should more than one rack be on display you will be asked to remove the second rack or if they are small racks they may be placed together to form one rack. (Please note this will be at the Market Managers discretion). Large commercial racks are not permitted due to space restrictions. The rack must not protrude too far past the table into the aisle as this can cause congestion and may create a tripping hazard at your stall. If you are unsure please send us a photo and we will advise if the rack is suitable.

Tablecloth – We encourage all stallholders to bring a tablecloth to cover their trestle table as this will improve the overall appearance of your stall and make it more attractive to the shoppers.

Stall number stand - Please ensure that the stall number stand provided remains on your table and is clearly visible at all times as this will assist shoppers in locating your stall.

We have compiled a handy list of **SELLING TIPS** on our website to assist you why not check them out!



What to Bring on the Day

- Hand sanitiser - please bring a bottle of sanitiser to place at your stall to be used by yourself and shoppers after each transaction
- Face masks are recommended in crowded places
- Disinfectant spray and/or wipes to wipe down items in between customers.
- Change Float - we suggest you bring at least a \$100 float made up of gold coins and small notes as most shoppers arrive at the market with \$50 notes and very little change.
- Table covering - we suggest you bring a tablecloth to cover the trestle table
- Contactless Payment Options – you may wish to consider providing alternate payment methods on the day to help increase your sales.
- Completed Large Items Labels - all labels must be complete prior to bringing them to the Check In Area. Download the Label [HERE](#)
- Stationery Kit - we encourage you to be prepared for market day with a small kit including a permanent marker, pen, paper, sticky tape, and scissors.
- Floor covering - please bring a sheet or towel to place underneath boxes, plastic tubs and chairs. **(except Newcastle where this is NOT required)**
- Chair - most venues do not provide chairs so to avoid any inconvenience we suggest you please bring a folding chair if required. All chairs must be placed on a small mat or towel to avoid damaging the floor otherwise you will be asked to remove the chair.
- Water and Food - There will be coffee/tea/drinks and some food available, however, we do suggest bring some water and snacks to keep you going throughout the morning.

Stall Location

In most cases you will be allocated the preferred stall position that you booked online, however, for logistical reasons we may need to relocate some stalls. Please note that we will ensure your stall is as close as possible to your preferred stall.

A map of the stall layout and a full Stallholder list will be on display on market day. Please refer to the Stallholder List upon entry to double check your stall location. Market staff will be available to assist you in locating your stall if required.

Large Items Area

It is important that only clean items in excellent pre loved condition are sold. All items must contain the correct screws, attachments, panels, fittings and harnesses that are required for the item to be fully functional. Any items that are found to be broken, dirty, mouldy or not in 100% working order will not be accepted. If a shopper contacts us after the market to advise that an item they purchased is faulty we will pass on the Stallholder contact details for the shopper to contact directly to resolve the issue. **My Kids Market NSW** will not enter into a dispute; this must be resolved privately between the two parties.

Check In Process

1. Items must be brought to the area between 7.30am – 8.30am to be checked by the market staff, no items will be accepted after 8.30am.
2. Each item must have its own Large Items label.
- 3. Each label MUST be completed prior to bringing your items to the Check In area (see Instructions for Large Items Area on our website for further information on completing the label).**

Stallholders can place 4 large items in the display area. The area is designed for large nursery items only and we have listed acceptable items below to assist you:

- Prams/Strollers - must be sold with a tether strap and red brakes are to be visible.
- Car Seats - must be less than 10 years old and not have been involved in an accident. All car seats must comply with the Australian Standards AS/NZS 1754 and the official label must be clearly visible.
- Cots/Mattresses and portacots - these are to be sold unassembled due to space restrictions, we suggest attaching a photo to show the assembled cot if required.
- Highchairs
- Change tables and baby baths
- Safety Gates and playpens
- Rockers, bounces and walkers
- Bikes and outdoor toys etc

Please refer to the links provided on our **Product Safety** page on our website for more information about the mandatory standards relating to some items.

See following page for a copy of the Large Items Label to PRINT AT HOME AND COMPLETE PRIOR TO THE MARKET DAY



PLEASE COMPLETE BOTH SECTIONS OF THIS LABEL

DO NOT REMOVE THIS LABEL!

Selling Price: \$ _____ (ONO)

Stall :

Item Description:

To purchase this item go to the above Stall to discuss and agree on a price. Once you pay for the item the stallholder will issue you with a receipt to bring back to this area and show the Large Items Area staff. You may then place a SOLD label on the item or take the item with you once it has been security checked by the Market Staff.

Large item receipt

Selling Price: \$ _____

Stall:

Item Description:

ONCE THE ITEM IS SOLD PLEASE ADVISE THE LARGE ITEMS AREA STAFF SO IT CAN BE LABELLED ACCORDINGLY AND REMOVED FROM SALE TO AVOID OTHER SHOPPERS FROM WANTING TO BUY IT. THANK YOU!