

SITE-HOLDER GUIDELINES | 2022-23 SEASON



Stirling Laneways is 'more than a market'. It is a celebration of village life and the spectacular seasons in the Adelaide Hills. *Laneways* complements the Stirling lifestyle and the existing retail trade and is dedicated to supporting the local community. *Laneways* events commenced in April 2014.

In April 2015 we launched an initiative just for kids, *Tin Lids Lane*.

WHERE

Stirling *Laneways* is located in the pedestrian laneways and spaces which stem directly from the main street (Mt Barker Road) and Centenary Place.

Tin Lids Lane is part of the laneways known as 'Tiers Loop' (on the raised paved area adjacent Red Cacao's outdoor area) and 'Quercus Corner'. A *Tin Lids* site may be elsewhere at the Event Manager's discretion.

SERVICES ARE LIMITED

- **Site-holders must be self-sufficient** including provision of their own tables/trestles shade canopies/gazebos (only a few small / narrow sites are located under existing shelter).
- There are no wash up facilities or running water available for site-holder use.
- There is no storage available, so site-holders must bring everything with them and take everything home at the end of the day (including waste).
- Site-holders must provide their own sack truck/trolley for unloading and moving stock. There is no forklift.
- Sites with pet and/or animal petting/handling must provide hand washing facilities.
- Toilet facilities are available at several locations.

POWER

- Powered sites are not available. If scales or registers are required, battery or solar options must be used.
- Generators, if used, must have noise reduction controls to keep noise to acceptable levels.
- All electrical equipment, including extension leads and powerboards, must be tagged and tested.

WHEN

Times	<ul style="list-style-type: none">• Bump-in: 7:15-9am• Event (trading): 9am-3pm• Bump-out: 3-4pm
Dates - Sundays	<ul style="list-style-type: none">• September 25, 2022– Season Launch• October 23, 2022• November 27, 2022• December 18, 2022• January: NO EVENT• February 26, 2023• March 26, 2023• April 23, 2023• May 28, 2023 – Season Close

Strict bump-in times apply to ensure all site-holders have adequate access to set up.

TIN LIDS LANE is an opportunity for entrepreneurial kids (under 18 years of age) to sell their own creations in a vibrant market atmosphere, and experience the real-world challenges involved in organising their own enterprise. To that end, Site-holder Guidelines apply, and Public Liability Insurance **is required**. A nominal site-fee applies for Tin Lids Lane attendees.

The *Tin Lids Lane* sites ARE NOT fundraiser sites for schools, clubs or sporting groups.

Public Liability Insurance is required. Conversations with schools and businesses have indicated that existing PL Insurance cover may extend to such 'supported' activities, for example where the activity stems from a related 'enterprise education' program.

GOVERNANCE, MANAGEMENT & SITE SELECTION

- Governed by *Stirling Laneways* Committee.
- Administered by Stirling Business Association (SBA). The SBA is a not-for-profit organisation.
- The Event Manager will manage the events and be the point of contact.
- Management reserves the right to enforce and change guidelines for the good of the market.

WASTE REMOVAL

- Sites must be kept clean and tidy at all times.
- Waste disposal, including liquid waste, is the responsibility of the site-holder. All rubbish must be removed by site-holders at bump-out time.

SIGNAGE

- *Stirling Laneways* organisers have overall control of signage, materials and products sold or displayed. Any signage, material or products may be refused inclusion entirely at the discretion of the organisers.

VEHICLES

- Vehicles (including trailers) will only be permitted on site with special permission from the Event Manager.
- If vehicles (including trailers) are permitted, they will be charged for as site space. A trailer may be dropped off in the market area, but then the vehicle must be removed from the site.
- Vehicles may unload using designated loading zones and then parked away from the market area in the nearby parking areas.

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GOODS & PACKAGING

- *Stirling Laneways* management may refuse or deny the rights to trade if the goods are not of a suitable standard, do not comply with the spirit of **Laneways** or for any other reason. Offensive or illegal goods, products or plants of inferior quality are considered to be not in the spirit of the **Laneways** concept.
- All packaging, wrapping and bags must be environmentally sound, recyclable or compostable.

NOISE

- Loudspeakers will only be permitted by prior arrangement for special activities (not general use).
- Operation of excessive &/or intrusive noisy equipment is not permitted.

INSURANCE

- Site-holders must have Public Liability Insurance and provide a copy of the Certificate of Currency: General traders, associations etc to the value of AUD \$20M.
- Site-holders trade at their own risk and shall take their own insurance arrangements with respect to breakages and theft.
- Site-holders must ensure that their activity meets Commonwealth, State and Local Government regulations relating to health, fire, safety and vendor's license requirements. Site-holders shall abide by any regulations set down by Adelaide Hills Council.

COMMUNICATION

Email is the preferred mode for communication.

Messaging via Facebook, Messenger or Instagram DM may not be received.

Contact: Event Manager

laneways@stirlingadelaidehills.com.au

SITES & FEES

- Sites are limited. All sites are outside, with some sites located under minimal shelter. Sites sizes are:
 - 1.5m x 3m (small - suits umbrella) OR
 - 1m x 4m (narrow - under existing cover) OR
 - 3m x 3m (regular - suits tent/gazebo)
- Site fees are as follows (GST **excluded**):

Size	Regular Site-holder	NFP-s or SBA	NFP
1.5m x 3m	\$90.00	\$45.00	nil
1m x 4m	\$80.00	N/A	nil
3m x 3m	\$110.00	\$55.00	nil
3m x 3m*	\$70.00	\$35.00	nil
Tin Lids Lane 1.5m x 3m	\$30.00	N/A	N/A

*Quiet zone: Steamroller Corner

NOTE: NFP = Not-for Profit (information ONLY)
NFP-s = Not-for Profit (selling goods to the public)
SBA = Stirling Business Association Member (rates)

- No site larger than the size paid for (including support lines and weights) will be accepted. Sites exceeding the permitted size will incur an additional cost and may be relocated.
- Site-holders are responsible for ensuring patrons' safety at their site and around the site-holder's infrastructure. No Site-holder infrastructure (including support lines, weights, displays or change rooms) may be placed outside the allocated site without the express consent of the Event Manager.
- Shade canopies/gazebos are to be secured with weights as pegs are not to be used.
- The location of all sites is at the discretion of the Event Manager, and may change on the day.

CANCELLATION BY EVENT MANAGEMENT

- Bushfire: *Stirling Laneways* is an all weather event. However, if the event falls on a day that is declared to be of 'Catastrophic' fire danger, the event will be cancelled, and your site fee will be refunded.
- Other Inclement Weather: **Laneways** is conducted in the open air, and is not a covered market and will operate in varying weather conditions including wet weather. It is the responsibility of the Site-holder to bring their own covers, weights to hold down equipment and other equipment for the purpose of protection in adverse weather conditions. **Laneways will NOT be cancelled in the event of wet weather.**
- Credits or refunds are NOT issued in the case of bad weather. Do NOT apply for a site unless you are prepared to take the risk on weather.

CANCELLATION BY SITE-HOLDER

Cancellation of attendance at *Stirling Laneways* must be done in writing (email) to the organisers:

- **More than 7-days prior** to the event: **full refund** (fees already paid will be credited to future events)
- **3-7 days prior** to the event: for **50% refund** (excess fees already paid will be credited to future **Laneways** events)
- **Less than 72-hours prior** to the event and/or 'no show': **full fee payable - NO refund.**

A Site-holder who does not attend their booking and does not advise the organisers in advance (deadlines above), will be considered a 'no show'. Site Fees are still payable (in full) as the site(s) would have been allocated to another trader had timely cancellation been given, and the Street Trader Permit has been arranged.

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APPLICATION PROCESS



NEW Site-holders
'Application Form'

Complete the online *Application Form*

EXISTING Site-holders
'Booking Requests'

Complete the online *Booking Request Form* during the booking period

The Event Manager and Committee consider each application and assess whether the proposal meets with the spirit of *Stirling Laneways*. Prospective site-holders will be reviewed and notified as soon as possible regarding the outcome. Each applicant will be informed of our decision in writing (via email).

If your proposal is successful we will confirm your product, requirements and Booking availability with advice of your Booking Acceptance. You will be asked to provide us with current copies of:

- a current Certificate of Currency (PL Insurance)
- a Food Business Notification number from your Council and relevant Certificates of Accreditation relating to hygiene, transportation, food safety (as applicable).

Before your first *Stirling Laneways* day you will receive an Induction Pack. *Laneways* management will communicate with you via email, our website and our social media.

SITE-HOLDER WAITING LIST

Submission of a Booking Request, or being a registered Site-holder, does not guarantee your requested date(s) at each/any future *Stirling Laneways*, as Site Allocation depends on space availability, the number of requests received each month, as well as the mix/balance of the market. We anticipate that booking requests may exceed space availability, and if so, the Site-holder Waiting List will be utilised in the lead-up to associated *Laneways* events.

Similarly, if you apply and are approved as a Site-holder, but no spaces are available at that time, we will put you on the Waiting List. If a place becomes available, you will be contacted to confirm your interest.

THEN WHAT HAPPENS? SNAPSHOT OF A USUAL MONTH'S TIMELINE

Your Site Allocation advises which months you have a site booked at *Laneways*. This are the communications you will then receive for any allocated month...

- 3 WEEKS BEFORE: 'Booking Confirmation' email - this is a reminder to each Site-holder that they are booked in for the next *Laneways* event. You only need to respond to this email if you need to alter/cancel your booking.
- 2 WEEKS BEFORE (roughly):
 - 'Site Location' advice which includes the Induction Pack that includes bump-in/out information
 - 'Invoice', for payment BEFORE the event
 - 'Reminder of Certificate of Currency' (for those whose PL insurance has lapsed or not yet been sent through)