

WARWICK POTTERS' CRAFT MARKET

Sunday 25th July Leslie park – Palmerin Street, Warwick

Thank you for your involvement in these markets and wishing you a positive and productive day. There are a few policies and procedures that have to be covered to help with smooth running of the day. Please read carefully and contact us if there are any concerns regarding the contents.

1. Your site number will be painted on the grass- please check the placement before arrival.
2. No vehicles on grounds before 5 a.m.
3. Warwick Potters wearing high vis vest will be on site to assist and direct stall holders to their sites.

5 a.m. SET UP	There is limited vehicle access to Leslie Park and then only under direction. Vehicles will be permitted on certain sites where it is safe, necessary and appropriate to unload. If possible, unload from streets around Leslie Park.
8:30 a.m.	CARS MUST BE REMOVED FROM PARK. No parking or entry to park after 8:30 a.m. Parking is available in nearby streets. Keep parking near park available for your customers. WE HAVE PEOPLE WALKING THROUGH THE PARK FROM 8:30 a.m.
8:30 – 9:30	STALL HOLDERS ARE TO BE SET UP and ready for trading
3:00 p.m.	STALL HOLDERS MAY COMMENCE PACKING UP. Cars may be permitted back into the park depending on the amount of people still at the markets. Stall holders MUST NOT commence packing up until this time unless prior approval has been obtained from Warwick Potters

- POWER- Power outlets are limited. Stall holders must bring their own electrical leads if they have requested power. Leads must be tested no more than 3 months prior to the market date, Stall holders using gas or electrical appliances must have suitable fire extinguishes or blankets on site.
- DESIGNATED PARKING on Albert Street (where indicated with hats) to allow performers to unload and load their instruments between 8:30 a.m. – 4:00 p.m.
- PLEASE respect the gardens, trees, and lawns. Do not drive over, trample gardens, dig or stick large pegs into the ground. There are power lines and permanent sprinkler system underground throughout the park.

IMPORTANT INFORMATION

- ✓ Food vendors must have a copy of their current food and applicable licences with them on the day.
- ✓ First Aid and Lost Property will be located at the WARWICK POTTERS SITE marked on the map near the band rotunda.
- ✓ In case of an emergency call 000 before anyone else. Police will be in attendance during the day.

Please be aware that the Southern Downs Regional Council Food Inspectors will be in attendance on the day.

Stall holders are to set up approximately 1 metre from pathways (level with the trees planted along pathways) to allow patrons to inspect your stall but also to allow free movement along pathways.

Stall holders should pack up using the same procedure they used to set up. Please adhere to all rules as set up and be aware of visitors in the park.

ALL STALL HOLDERS are to provide their own ground cover for all electrical cords and leads.

STALL HOLDERS ARE RESPONSIBLE FOR THE REMOVAL OF THEIR OWN RUBBISH – bins are provided for the public.

WARWICK POTTERS have the right to refuse admission, withdraw the right to trade and eject person/s and his or her goods and chattels. FOLLOW the direction of Southern Downs Regional Council staff and Warwick Potters while in Leslie Park. Failing to do so will result in being ejected from the park and not being invited again. There will be zero tolerance for abusive or aggressive behaviour towards Warwick Potters members and the Council staff and other stall holders.

Please think of your fellow stall holders when setting up and dismantling.

If the markets are cancelled due to weather conditions, you will receive a 50% of your stall fees. No stall fees will be refunded if the weather turns bad on market day and the organisers decide to cancel the rest of the market. Please come prepared for rain, wind or a sunny day. Warwick Potters' Assoc. Inc is not responsible for damages to products or stall equipment if damaged by the weather.

The above rules and procedure are to ensure a successful and safe Jumpers and Jazz Picnic in the Park Craft Market for both stall holders and the public. We wish all stall holders a successful day.

Markets Team

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**PLEASE KEEP THIS PAGE FOR
YOUR INFORMATION**