

Old Cheese Factory Market

Stallholder Information

Thank you for your interest in being part of the Old Cheese Factory Market. This information guide outlines everything you need to know before submitting an application, including market suitability, stall options, fees, trading times and stallholder requirements.

About the Old Cheese Factory Market

The Old Cheese Factory Market is held on the grounds of the Old Cheese Factory in Frederickton, on the Mid North Coast of NSW. The Old Cheese Factory is home to a collective of businesses, including a restaurant, café, gallery and other creative and community-focused offerings, making it a unique destination for both locals and visitors.

The market aims to bring together a curated selection of quality stallholders, celebrating local makers, growers, food vendors and small businesses in a welcoming and vibrant setting.

What types of stalls are we looking for?

We are seeking a diverse mix of high-quality stalls, including:

- Local produce and growers
- Art, craft and handmade goods
- Homewares, plants and lifestyle products
- Food stalls and ready-to-eat vendors
- Vintage, fashion and collectables

Please note that the Old Cheese Factory Market is not suited to mass-produced imported goods. We are particularly interested in stalls that offer original, locally made, thoughtfully sourced or high-quality products.

We are seeking stallholders that sell the following-

- Original handmade work
- Art and craft
- Vintage and pre-loved goods
- Fair trade products

- Plants and flowers
- Fresh produce
- Baked goods
- Food trucks

The Old Cheese Factory Market is a curated market. All applications are assessed based on product quality, presentation and overall stall mix. To ensure a balanced and appealing market, we may limit duplicate product categories.

Market Dates and Times

The Old Cheese Factory Market will run up to four times per year, with dates announced individually rather than on a fixed monthly schedule.

The first market is scheduled for:

Sunday 29 November

Future market dates will be announced via email and social media.

Key Market Times

- **Bump in:** 7:00am – 8:00am
- **Trading hours:** 9:00am – 2:00pm
- **Pack down:** From 2:00pm

Please ensure you arrive within the bump-in window and are fully set up before trading begins.

Stall Options and Fees

We offer a range of stall options to suit different types of vendors.

1. Suitcase Market Stall

These small indoor sites are ideal for stallholders who are new to markets, have a smaller product range, or would like a simple setup option.

Located in the reception hall, these sites include one trestle table and one chair, so you only need to arrive with your products and display items.

- **Size:** 2m x 2m
- **Location:** Indoors
- **Power:** Available for some stalls
- **Fee:** \$30

2. Standard Outdoor Market Stall – Non-Food Vendor

These are standard outdoor sites suitable for makers, artists, retailers and general market vendors. Sites are located across a range of surfaces including grass, concrete and gravel.

Stallholders must provide their own gazebo and ensure it is secured with appropriate weights or pegs, depending on the site surface. Site-specific information will be provided once your booking has been confirmed.

- **Size:** 3m x 3m
- **Location:** Outdoors
- **Power:** No
- **Fee:** \$65

3. Standard Outdoor Market Stall – Food Vendor

These sites are suitable for food vendors and ready-to-eat stallholders and are located outdoors on concrete and gravel surfaces.

Food vendors must provide their own gazebo and ensure it is safely secured with suitable weights or pegs. Some food sites have access to power, which will be allocated where available.

- **Size:** 3m x 3m
- **Location:** Outdoors
- **Power:** Available for some sites
- **Fee:** \$85

Application Process

To apply for a stall, please complete the application form via our website. As part of the application process, you will be asked to provide:

- Your business or stall name
- Contact details
- A description of the products you intend to sell
- Images of your products and/or stall setup
- Insurance details

Applications will be reviewed by the market team and applicants will be notified of the outcome via email.

Please note that submission of an application does not guarantee acceptance. As this is a curated market, approval is based on suitability, quality and category availability.

Payment and Booking Confirmation

Successful applicants will receive payment details via email.

Stall fees must be paid to secure your site. For the November market, stall fees are due by **31st October**.

Please note that a stall booking is not considered confirmed until payment has been received. If payment is not received by the due date, your site may be offered to another applicant.

Insurance Requirements

All stallholders must hold current **\$20 million public liability insurance** in order to trade at the market. A copy of your certificate of currency must be provided as part of your application.

Food vendors are also required to provide any relevant food business registrations, licences or compliance documentation where applicable.

Food Vendor Requirements

Food vendors must comply with all relevant NSW food safety regulations.

Food vendors may also be required to provide:

- Relevant council registrations or approvals, where applicable
- Safe food storage and waste disposal arrangements
- Handwashing facilities, where required
- Tested and tagged electrical equipment, where applicable
- Gas bottles and cooking equipment that comply with current safety standards

Bump-In, Parking and Stall Allocation

Stallholders will receive an email prior to the market date with details of their site allocation, bump-in access and parking arrangements.

Please note that vendor vehicles cannot remain on site during market trading hours and must be removed after setup to the designated parking areas.

Stall locations are allocated by market management. Requests for specific sites will be considered where possible but cannot be guaranteed. Stallholders must trade only from the space allocated to them.

Stallholder Amenities

The following amenities are available on site:

- Toilets
- Shaded areas for rest and breaks
- Food and coffee available on site
- Good mobile reception
- Access to water
- Nearby parking for stallholders
- First Aid facilities

Additional Stallholder Requirements

Please ensure you come prepared with everything needed to operate your stall safely and professionally. Depending on your stall type, this may include:

- A gazebo or market umbrella (for outdoor stalls)
- Suitable weights or pegs for securing your setup
- Tables, chairs and display equipment, unless otherwise included
- Extension leads and power leads if power has been allocated to your site
- Appropriate packaging, signage and payment facilities
- Removal of all rubbish from your stall area at the end of the day

Wet Weather and Cancellation Policy

The market will proceed in wet weather unless conditions are deemed unsafe by market management.

If severe weather or other unforeseen circumstances prevent the market from going ahead, stallholders will be notified as soon as possible and, where practical, at least 24 hours prior to the event.

If the market is cancelled by management due to unsafe weather conditions, stallholders will receive a 50% refund with the other 50% being transferred to a future market date.