

**OAKLEIGH ROTARY SUNDAY MARKET
TRADER INFORMATION BRIEFING SESSIONS
KEY POINTS & CHECK LIST**

- 1. WELCOME**
Thank you for your attendance – RotaryOCH Introductions
Welfare check
- 2. MAINTAIN SOCIAL DISTANCING** (Two Groups)
- 3. ATTENDANCE REGISTER** - sign in / sign out & declaration.
Contact details update
- 4. MARKET REOPENING ENTHEUSISM - SUNDAY 22nd NOVEMBER**
Government Covid19 Restrictions Permitting
- 5. TWO MOST IMPORTANT ISSUE TO COVER THIS MORNING**
- 6. COVIDSafe PLAN – Copy Provided**
Go through the Plan section by section (Covid signage- one complimentary)
Questions / Discussion
- 7. MONASH CITY COUNCIL LICENCE REQUIREMENTS**
Licence to operate the Market for the next five years with an option of a further five years – providing long term certainty for the Market & Stall holders.

However, the Licence will impose new, but not unreasonable, obligations for our Rotary Club and all Traders (40 Page Document). Details as they relate you set out in a “Terms & Conditions for Operating Stall Sites” document. To operate as a Market Trader, you will be required to comply with these conditions and sign an Acceptance Undertaking.

Go through the Terms & Conditions & Acceptance Undertaking

As the Licensee RotaryOCH has many new obligations & we will have to keep detailed records.

Acknowledge support of Monash City Council

Questions / Discussion

- 8. A NEW FACE FOR THE MARKET**
Change brings an opportunity for a new face and reinvigoration of Market
When operating again & we know everyone’s commitment perhaps a restructuring to give the market better Focus
- 9. MARKETING**
Market Promotion & Marketing Web: www.rotaryoch.org.au
Market Page at: <http://rotaryoch.org.au/home-gallery-item/36466/oakleigh-rotary-sunday-market> , with a direct link at “[click for Link](#)”
Rotary Information Page for all Traders

Trader business details Page - once we have all relevant information and individual Trader approval.

- **Other Market websites – Rotary updating – advise us of any that need attention**
- **New Market Signage - Hanover Street**
- **Market Promotion Flyer – 6,000 copies - how many do you want, to take way?**

10. 22nd NOVEMBER OPENING

Free to Regular Stallholders – collect Ticket after Briefing - Return Undertaking before or at 22nd November Market (No Undertaking / No Stall on 29th November)

11. PREVIOUS TICKET CREDIT

If you prepaid 15th or 22nd March or later & have ticket – will honour credit + above free ticket

12. THANK YOU

**Thank you – we look forward to working together with a new beginning
Who wants to come back next Sunday- community focus?**

13. SIGN OUT

**Sign out please – collect 22 Nov ticket – We are here again 15th November
As you sign out – Complimentary Hand sanitizer which is refillable & sign**

MARKET CONTACT DETAILS - ROTARY OAKLEIGH CLAYTON HUNTINGDALE

Felicity Smith

RotaryOCH - Market Manager

Email: marketmanager@rotaryoch.org.au

Mobile: 0466 546 059

Post Address; PO Box 100 Oakleigh Vic 3166

Market Promotion & Marketing Web: www.rotaryoch.org.au

Facebook; <http://www.facebook.com/Rotaryoch9810/>

RotaryOCH acknowledges the support of The City of Monash

INSURANCE CONTACTS (Refer item 9 of Terms & Conditions for Operating Stall Sites)

www.stallinsure.com.au

www.mymarketinsurance.com.au

www.stallholders.com.au

www.aami.com.au

www.cgu.com.au

www.localcommunityinsurance.com.au

www.marketstallinsurance.com

www.tradersvoice.com.au

www.marketsandfairs.com.au

www.market-stall-insurance.com.au

11th November 2020