North Queensland Babies and Kids Market

Quality Preloved Goods and New Promotional Stalls

Market Checklist

Trestle Table and Chair is provided – your stall will be either a Single 2.5m x 2m or Double 2m x 4m. Please note our Townsville Stall sizes are slighty different due to the trestle tables being longer in length (2.4m) so stalls size are Single is the same 2.5m X2m, but Doubles are either 5.5m x 2m or 4.5m x 2.5m or 5m x 2.5m. Our market is an indoor market with a table. Most Single Stalls allow enough space for a hanging rack that you must provide yourself. Please keep this in mind when booking your stall. Double Stall options are available. All stalls will be set with table in front and clothes rack beside your table. Double stalls may allow to be set in a L Shape or a U Shape (double stalls), depending on stall position (allowing customers to walk into your stall like a shop). Stalls have been allocated, please check the stall listing for your stall number. Some stalls at our markets maybe in a odd spot due to the structural layout, please know that we have done the best we can untilise the space. Those who have been allocated these stalls will be advised how best to set up their stall. **NOTE: ALL DOUBLE STALLS** are allocated **1 table,** you must bring your other table. All structures must be safe and of quality standard. Please DO NOT put items in walkways. [Townsville we can organise another table but let us know prior to market day].

Do not overcrowd your stall – customers will NOT stop at your stall.

All Stallholders

- Float ($100 money) and bum-bag and/or lockable money box
- Table cloth/s – ALL TABLES MUST BE COVERED – for 2.4m trestle tables in T'ville 2 x single bed flat sheets will cover it or 2 x large table cloths.
- Clothes rack/s and hangers – *if applicable*
- Spare price stickers and marking pens
- Water bottle
- Mobile phone
- Wear presentable, cool, comfortable clothing
- Your SMILE

Business/New Product Stalls

- Stock & Display - Set dressing items such as shelving, basket ware, mannequin, mirror, bunting flags ect (please keep in mind that your stall is limited to an area of est. 2.5m x 2m or 4m x 2m. Note some double stalls will be in corners and will have adjusted area of space)
- Signage including banner, pricing and other business info
- Mailing list sign-up sheet on clip board with pen attached
- Business Cards
- Business Flyers
- Bags for items once sold, such as paper bags
- Lollies/food treats in a bowl – treat for customers at your stall
- Notebook to take custom orders and other useful information, and a few pens
- Measuring tape (to measure for custom orders)
- Double Stallholders to bring 2nd table, as only 1 table is provided.

Preloved Stalls

- Stock – all items must be clean, good quality, ironed & NO BROKEN ITEMS
- Bulky Goods – Pretagged (these have been emailed to you with your stall allocation). Bulky Goods must meet safety standards *#see note* or have details attached about items that perhaps may need safety adjustments (ie. prams ect) – attachments and alteration devices such as safety strap are avaiable thru different outlets. **Optional** – print out information from the company/product site of your bulky item – ie. go to Steelcraft website & printout the details for your pram (how to operate, fold and what's included) ect.
- DO NOT display your products in Cardboard Boxes or Plastic Supermarket Bags
- Signs – pricing ect – I find the **'Coloured DOT System"** is fantastic – this was included in your stall confirmation information email.
- Something for customers to put purchases in ie. recycled plastic bags

Making the most of your space:

- Create Height in your stall. You have 1 table, but by creating levels to your table it gets your product at eye view to the shopper and also gives you more room. How to: timber boxes, frames, baskets ect. I have used a 4 cube book case that I put on my table at the back and that way I have items placed on the table and then items within the cubes. Some have also used timber shoe racks ect.

- Baskets ie Washing basket, canebasket, barrels ect can be placed under your table with items in them. This works well for Preloved stalls, that way you can put cheaper items ie. 5 for $x. This creates excitement for the customers as they can pick the baskets up or bend down to rummish through and they're excited when they find some 'hidden bargains'.... "treasure find" ! Have each basket sized.

- Some stalls may allow for a "L Shape" set up. Having your table pulled back against the wall and then a clothes rack to the side. This allows for shoppers to walk into you stall and that way they have more room to shop and look at your displayed items. Please follow instruction from Market Supervisor for those who can.

Best Regards,

Christine Wilson
Managing Director
Nth Qld Babies & Kids Market

 # Check Websites:
Product Safety Guidelines
http://mogservices.justice.qld.gov.au/fairtrading/product-safety/
http://www.productsafety.gov.au/content/index.phtml/itemId/971500

Product Safety Updates on Portable Cots
http://www.productsafety.gov.au/content/item.phtml?itemId=973112&nodeId=d94783d03e10caec5a6c5211141d6034&fn=Supplier+bulletin+%E2%80%94+Toy+and+nursery+update.pdf

Product Recalls on Children's Toys and Clothing
http://www.recalls.gov.au/content/index.phtml/itemId/952867

ACCC Pram & Stroller Safety Alert
http://www.accc.gov.au/content/item.phtml?itemId=832817&nodeId=3eb1aaa68d5424668db20783bd2bf7b1&fn=Prams+and+strollers+safety+alert.pdf

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