

Arts Centre Melbourne Sunday Market application information

About the Sunday Market

Arts Centre Melbourne's Sunday Market brings together Victoria's finest artisans, right in the heart of Melbourne.

Every Sunday from 10am – 4pm, local artists and producers set up their stalls along St Kilda Road between Arts Centre Melbourne's iconic Hamer Hall and Theatres Building to showcase a variety of unique, handmade goods ranging from arts and crafts to freshly made delicacies.

Everything on offer at Arts Centre Melbourne's Sunday Market is made locally by stallholders, making the market a real favourite for those seeking one-of-a-kind treasures for themselves or as gifts. Just a short walk over the bridge from Flinders Street Station, Arts Centre Melbourne's Sunday Market is a much-loved weekly event, with the relaxed feel of a regional craft market against the backdrop of Melbourne's buzzing arts precinct.

Management

The Sunday Market is an initiative of the Victorian Arts Centre Trust (Arts Centre Melbourne) and its operation on public streets is under a Permit issued by the City of Melbourne.

The Sunday Market is managed Arts Centre Melbourne. All issues regarding the application process or operation of the market must be addressed to the Sunday Market Coordinator.

Arts Centre Melbourne

The Victorian Arts Centre Trust is a major cultural statutory authority. Its core purpose is to enrich the lives of Victorians – culturally, educationally, socially and economically. The Trust manages Art Centre Melbourne's complex at 100 St Kilda Road, Melbourne, and the Sidney Myer Music Bowl in the Domain Gardens.

The Sunday Market is a registered business name of The Victorian Arts Centre Trust.

Stallholder Applications

The process to apply for a stall at the Sunday Market is as follows:

- 1) Carefully read this whole document.
- 2) Complete the application form (pages 5 – 8). You must answer all questions. Incomplete forms will not be processed and will only delay your application.
- 3) Collate physical samples of all the products you intend to sell in your stall (as detailed in your application form under 'Products) to accompany this application. No need to provide individual samples of colour or size variations. Application forms submitted by email and without samples of products will not be assessed. Why do we ask for samples? We want to see and feel the quality of your product, to assess your workmanship and to ascertain that it is, indeed, handmade.
- 4) Include good quality photographs of your proposed stall set up. Why do we ask for these? We want to see how well you merchandise your products in the specified space.
- 5) Deliver or send your application form, samples and photographs to the below address. If you post your application and samples and wish to have them returned to you by post, please ensure you include a stamped, self-addressed envelope/packaging.
- 6) Your application will be acknowledged as received.
- 7) Your application and samples will be assessed by our **Selection Committee**. Our Selection Committee meets regularly throughout the year to assess all new stallholder applications and samples.
- 8) You will be notified by email of the outcome of that assessment.
- 9) If your application is successful, you will receive further email communications which will include the provision of a Stallholder Agreement for signing. A start date and further administration and logistics concerning your commencement will be addressed at this time. Your samples will be returned to you when you commence trading, or immediately if you have provided sufficient pre-paid postage/handling.
- 10) If your application is unsuccessful, you will be advised at point 8 that you can collect your samples from the below address or they will be returned to you if you provided sufficient pre-paid postage/handling. No further correspondence will be entered into and the Selection Committee reserves the right to not explain why an application was rejected

The completed Application Form, photos of your proposed stall set up and product samples should be sent or delivered to:

The Sunday Market
Arts Centre Melbourne
Theatres Stage Door
1 Sturt Street
SOUTHBANK VIC 3006

Food Vendors: If you are applying for a food prepared onsite stall, be sure to contact Market admin to check the date of the next Stallholder Selection Committee meeting for your sample delivery.

Products

All products sold by stallholders at The Sunday Market **MUST** be made by the applicant (which is the stallholder) personally, and made in Australia. No exceptions. Applications to trade products that are design only, clearly imported, factory manufactured, purchased from a wholesaler or that we consider inappropriate for display at the market (e.g. discriminatory or offensive material) will not be considered.

Previous unsuccessful applicants are encouraged to reapply if their range has changed significantly.

In order to ensure there is always an interesting and varied selection of products on sale at our market we carefully manage the number of stallholders selling similar products.

Stall sizes, fees & inclusions

Stallholders must trade a minimum of 6 Sundays per year (Jul – Jun), pro-rata from the date a new stallholder agreement is signed. These should be spread evenly throughout the year and not just at peak times. This excludes any additional markets that may be hosted from time to time (e.g. Christmas Saturday markets). Any untraded Sundays (from the 6 minimum) will be invoiced in May before the end of the financial year.

Standard stall sites are approx. 2.4m x 1.8m of which the width space for display purposes equates to the size of the table provided, i.e. 2m x .80cm. At least 0.40m is to be kept clear and open between stalls.

Non-Standard sites are predominately 2.4 x 2.4 marquees or sites that are larger than the above mentioned 'standard sites', and/or powered sites. Due to the logistics of providing these sites, they are in limited and are on application. Non-standard sites are fixed in their position within the market footprint. Food vendors will always trade from Non-Standard sites. A limited supply of Non-Standard sites are available to artisan stallholders, e.g. those who wish to have a larger footprint or use power.

All sites include the provision of one 2m x 80cm table, which will be in position ready for you to set up to trade. Non-standard sites which include marquees will have the marquees assembled and in position with a table in them, ready for you to set up to trade.

Stallholders must use a black Arts Centre Melbourne issued tablecloth on their trading table – see 'Other' below.

Stall rental fees are payable monthly in advance.

Prices are per Sunday and inclusive of GST.

- Standard sites \$100.00
- Non-standard sites \$110.00

Allocation of trading dates and sites

The Sunday Market is curated to ensure the market is presented with an interesting and varied mix of product each Sunday.

With the exception of food vendors (see below), once you have been accepted to trade at Arts Centre Melbourne's Sunday Market, trading dates are allocated by the Sunday Market Manager a month in advance via an expression of interest to trade email. The Sunday Market Manager will consider a Stallholder's product and advised availability in context with all other stallholders when allocating trading dates. There is no guarantee you will be allocated to trade if you only put forward one or a limited number of dates when responding to an expression of interest to trade

email, especially at peak times of the year or in highly saturated product categories. It stands to reason, the more unique your product, and/or the more dates you put forward, the more opportunity there will be trade.

Stall site numbers (i.e., position of your stall within the market's footprint) are advised to stallholders the week of trade.

Food vendors (food prepared on site and food to go) are expected to trade in a more regulated trading pattern, e.g. every week or a week about alternating with other food vendors, and trade from fixed Non-Standard sites (see below).

A stall left vacant by the late arrival or absence of the stallholder may be occupied (for that day only) by another stallholder with the agreement of the Coordinator.

Trading Hours

The Sunday Market is open every Sunday 10.00am – 4.00pm.

Stallholders must be set up by 9.30am. If the stallholder is late or unable to trade, they should notify the Sunday Market Coordinator by 9.00am.

Stalls are to remain set up and trading until 4.00pm. Packing up is to occur between 4.00pm – 6.00pm.

Other

Stallholders are required to use the equipment as provided.

Applications to utilise additional display equipment should be directed to the Coordinator. This equipment must not be exceedingly tall or bulky and when set up in the stall space it should not limit the line of sight to any neighbouring stalls' product.

A limited supply of branded Sunday Market bags can be obtained free of charge from the Sunday Market Coordinator each Sunday. These should be seen as supplemental to your own bags.

Black tablecloths must be purchased from Arts Centre Melbourne once a stallholder has been approved to trade. These are to be used on the provided tables. Tablecloths are \$90.00. These can also be hired for \$10 per day (subject to availability).

Power is only available at a limited number of stalls. If your stall requires power, please state this clearly in your application. All electrical items must be tagged & tested before coming on site.

If you are applying to trade food, please ensure you have all the necessary council permits and insurances before you apply.

Before commencing trade at the Sunday Market, stallholders must produce evidence of a valid Certificate of Currency (Insurance) for Public Liability of not less than AUD\$10 million and Products Liability of not less than AUD\$10 million. If you are a new stallholder and not trading commercially or at any other market, we suggest you wait until you are accepted before purchasing any insurance.

It is a condition of hire that all stallholders attest to being vaccinated for COVID-19.

Parking

Most stallholders park in/around the gardens along Linlithgow Ave or parts of St Kilda Road as this is free on Sundays (be aware some areas are permit only). Arts Centre Melbourne's Car Park is available 24 hours for a flat rate of \$21 on Sundays and Public Holidays.

Sunday Market Stallholder Application Form

Date of Application: _____

Applicant Details

First Name: _____ Surname: _____

Company Name: _____ ABN: _____

Address: _____

Suburb: _____ Postcode: _____

Phone: _____ Mobile: _____

Email: _____
(Apart from market day emergencies, the majority of our communication with new or existing stallholders will be via email)

Website: _____

Social Media _____

Please indicate the nature of your application:

New Application , or

Variation of product/additional product (existing stallholders)

If you are submitting a new application, please indicate how often you think you will wish to trade, e.g. as much as possible, couple of times a month, once a month, every now and then? Bear in mind, the requirement to trade a minimum of 6 Sundays per year (Jul – Jun, pro-rata).

Declaration by applicant

I,, being the applicant for a licence to operate a Stall at Arts Centre Melbourne's Sunday Market, hereby declare and acknowledge and agree that:

1. The contents of the Application are true and correct in every particular;
2. I have read the terms specified in the Sunday Market Information which has been provided to me and agree to comply with those terms;
3. I will do all the things necessary to assist The Trust in deciding whether or not to approve this Application including providing to The Trust samples of the products
4. I shall, upon this Application being approved by The Trust, sign the Stallholder's Agreement within 7 days of having received it from The Trust.

I acknowledge that this declaration is true and correct and I make it in the belief that a person making a false declaration is liable to the penalties of perjury.

DECLARED atin the State of Victoria this day of..... , 20__

APPLICANT'S SIGNATURE: