

# Arts Centre Melbourne Sunday Market application information

## About the Sunday Market

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**Arts Centre Melbourne's Sunday Market brings together over 80 of Victoria's finest artisans, right in the heart of Melbourne.**

Every Sunday from 10am – 4pm, local artists and producers fill Arts Centre Melbourne's Lawn 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

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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

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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**

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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) Provide physical samples of all the products you intend to sell in your stall (as detailed in your application form.) 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.
- 4) Provide good quality photographs of your proposed stall set up.
- 5) Deliver or send your application form, samples and photographs to the below address.
- 6) Your application will be acknowledged as received.
- 7) Your application will be assessed by our **Selection Committee**. Our Selection Committee meets regularly to assess all new stallholder applications and to inspect the quality and workmanship of the physical samples of your products.
- 8) You will be notified by email of the outcome of that assessment.
- 9) If your application is successful, you will then 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. You will be advised the date and time your samples should be delivered to the above address, so that they can be assessed by the Selection Committee.

## Products

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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 (eg. 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 availability & Rental

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Stalls at Arts Centre Melbourne's Sunday Market are available on a part time (min once a month), full time (you commit to trade every Sunday) and casual basis (ad hoc, at least 5-6 times a year, subject to stall availability, and not just at peak trading times).

Stall rental fees are payable monthly in advance by the last Sunday of each month.

All approved applicants are required to commence trading at the beginning of the next calendar month after notification of approval. This will be a minimum of a week's notice.

Prices are per Sunday and inclusive of GST.

Artisan stall sites are minimum 2.4m x 1.8m of which the width space for display purposes equates to the size of the table provided, ie 2m. At least 0.4m is to kept clear and open between stalls.

Food vendors operate from a provided marquee, 2.4 x 2.4m, with one table as per above measurements.

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| • Site on St Kilda Road (full time trader)                  | \$105.00 |
| • Site on St Kilda Road (part time trader)                  | \$110.00 |
| • Site on Level 7 Terrace or back of lawn area (full time)  | \$80.00  |
| • Site on Level 7 Terrace or back of lawn area ( part time) | \$85.00  |
| • Site on St Kilda Road (casual)                            | \$125.00 |
| • Level 7 Terrace or back of lawn area (casual)             | \$125.00 |

## Trading Hours

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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 (or 4.30pm if trading on St Kilda Road under the rotation system) unless permission to end trade early is obtained from the Sunday Market Coordinator. Packing up is to occur between 4.00pm – 6.00pm.

## **Allocation of Sites**

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Sites will be allocated by the Coordinator based on availability, appearance and product distribution.

The Sunday Market operates a rotation system to rotate stallholders across all sites on St Kilda Road, the terrace and lawn. Stallholders may opt out of the rotation by agreeing to trade only from the lawn or terrace. Food vendors are allocated specific sites on St Kilda Road.

If a stallholder withdraws, a reallocation will be made by selection from a register of stallholders applying for a site change.

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.

## **Other**

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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 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, not the only bags you use.

Black tablecloths must be purchased from Arts Centre Melbourne once approved to trade. Tablecloths are \$90.00. Casual Traders will be charged \$10.00 per Market Day to hire a tablecloth (unless they choose to purchase one).

Power is only available at limited stalls. If your stall requires power to operate, please state this 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.

## **Parking**

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Arts Centre Melbourne's Car Park is available 24 hours for a flat rate of \$21 on Sundays and Public Holidays. Most stallholders park in/around the area of Linlithgow Ave or St Kilda Road as this is free on Sundays.

# Sunday Market Stallholder Application Form

Date of Application: \_\_\_\_\_

## Applicant Details

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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)

Please circle your desired trading status: Full time, Part time (notate how many Sundays p/month you wish to trade), Casual





**Declaration by applicant**

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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 at .....in the State of Victoria this ..... day of..... , 20\_\_

APPLICANT'S SIGNATURE: .....