

# 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 Stallholder's Application Form must be answered in full before the application will be considered. Physical samples of your proposed products should accompany your application, as well as good quality photos of your stall set up.

A **Selection Committee** meets regularly to assess all new applications and to inspect the quality and workmanship of the physical samples of your proposed products.

When the application has been assessed applicants will be contacted by mail or email regarding the outcome of their application. 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 and product samples should be sent to:

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

Alternatively, you can deliver everything to the above address.

After assessment, if you wish to have your samples returned to you by post, please include a stamped addressed envelope/packaging suitable for your products, otherwise we will notify applicants their samples can be collected from the stage door (address above).

Please note: if you are applying for a food 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.

## **Stall availability & Rental**

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Stalls at Arts Centre Melbourne's Sunday Market are available on a part time, full time and casual basis.

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.

Sites are minimum 2.4m x 1.8m of which the width space for display purposes equates to the size of the table provided, 2m with at least 0.4m being kept clear and open between stalls)

- 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
- Site on St Kilda Road, 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) 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 for additional display equipment should be directed to the Coordinator. This equipment must not be exceedingly tall or bulky and when in the stall should not limit the line of sight to any neighbouring stalls' product.

One trestle table (2m x 0.8m) is provided to each stallholder free of charge.

Branded Sunday Market bags can be obtained free of charge from the Sunday Market Coordinator.

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.

Applications must be made on the application form attached to this document. No other form of application will be considered.

Power is only available at limited stalls. If your stall does 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 or skincare products, please ensure you have all the necessary council permits (see City of Melbourne) and insurances before you apply.

## **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. Free street parking is widely available on St Kilda Road and surrounding streets on Sundays.

# Sunday Market Stallholder Application Form

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

## Contact Details

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First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Company Name: \_\_\_\_\_ ABN: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

*(The majority of our communication with you will be via email)*

Website: \_\_\_\_\_

Please indicate the nature of your application:

New Application

Variation of product

**How did you hear about Arts Centre Melbourne's Sunday Market?**


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- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Advertisements                | <input type="checkbox"/> The Age           | <input type="checkbox"/> The Herald Sun |
| <input type="checkbox"/> Radio                         | <input type="checkbox"/> Leader Newspapers | <input type="checkbox"/> Website        |
| <input type="checkbox"/> A current stallholder         | <input type="checkbox"/> Personal visit    | <input type="checkbox"/> Social Media   |
| <input type="checkbox"/> Other (please specify): ..... |  |   |

**Products**


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Please note: All products sold at The Sunday Market **MUST** be made by the applicant (which is the stallholder) personally and made in Australia. No exceptions.

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. **We are currently not accepting applications to trade jewellery, bags, photography, paintings/drawings, cards/stationery or soaps/skincare and there is a waitlist for food vendors.**

ITEMS	PRICE RANGE	SOURCE CODE

\* Source codes:

- |                                 |   |
|---------------------------------|---|
| A = made by me personally       | B = made by me and/or family (please specify in question 4) |
| C = made by others to my design | D = purchased and processed or painted by me                |
| E = purchased from others       |   |

**Samples of products**

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Applicants **MUST** provide physical samples of all the products they intend to trade at the Market. These can be either mailed or personally delivered to Sunday Market, Theatres Stage Door, Arts Centre Melbourne, 1 Sturt Street, Southbank. If you wish to have your samples returned to you via post, please include a stamped package appropriate to your product, otherwise you will need to collect them.

Applications must also include high quality photographs of how you intend to set up your stall.

**\*Applications will not be processed if you do not include stall set up photo or sample.**

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.

**Other**

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To help Arts Centre Melbourne’s Selection Committee assess your application, please provide a short summary of your process (add a separate sheet if necessary). Include details of materials used and their origin, the stages of creation and details of any helpers who are involved at each stage, and your background/history as a craftsperson.

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**Distribution**

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If you currently trade at other markets or have stock featured in shops please list below (this information is for our general office use and does not affect the outcome of your application).

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**Statutory Declaration**

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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: .....

Before me:

WITNESS' SIGNATURE: .....

FULL NAME: .....

ADDRESS: .....

OCCUPATION: .....

(Justice of the Peace, Commissioner for Declarations, Doctor, Pharmacist, Police Officer, Solicitor, Accountant, etc)