



## HAWTHORN MAKERS MARKET

### Stallholder Terms and Conditions and Expression of Interest

The Hawthorn Makers Market (HMM) is seeking Expressions of Interest (EOI) from passionate, creative, artisans and designers.

The HMM emerges as a re-imagined, designer market launching in 2018. It evolves from the former Hawthorn Craft Market which has a history around 40 years. It is a community based event within the Hawthorn Arts Centre and Precinct. Two areas will be available for stallholders to hire, the Emporium space and the eastern outdoor area adjacent to the Hawthorn Arts Centre.

#### **The objectives of the HMM are:**

- To host a curated, design-led, boutique makers market which is a showcase for high quality artisan products.
- To provide a market place for Boroondara based makers.
- To provide a market offering of exceptional quality for residents and visitors to Boroondara.

The HMM is managed by the Rotary Club of Camberwell in partnership with the City of Boroondara. Proceeds from product sales made at the HMM will go to the stallholder. Funds raised through management of the HMM and any donations collected on market day will be directed to charitable activities of the Rotary Club of Camberwell.

The Terms and Conditions document provides full details of the profile of the market, costs, and stallholder requirements.

#### **STALLHOLDER SELECTION PROCESS**

Makers interested in participating in the HMM are required to complete the Expression of Interest form and return it via email to the HMM management team. You will need to confirm that you have read this document and indicate your acceptance of the Terms and Conditions outlined here. You will need to provide images of your work and stall presentation to verify your credentials for acceptance. This can be done by providing photographs or links to Facebook, Instagram, other social media or a website.

Once your Expression of Interest is received, the management committee will invite eligible stallholders to participate in the market. An invitation will be sent to you to advise you that you have been successful. The management committee is responsible for ensuring that the Market's reputation is upheld and that it offers a varied range of high quality goods. With this in mind, discretion will be used with regards to stallholder positions according to the type and quality of their work. Subject to quality and diversity criteria being met, priority will be given to makers resident in Boroondara.

## BOOKING PROCESS

Once your EOI form has been received and you receive confirmation that you have been successful, a **Booking and Payment Form** will be sent to you.

Criteria used to select stalls are presentation, type and quality of goods. This ensures the market has a diverse range of quality goods for sale. Subject to quality and diversity criteria being met, priority will be given to Boroondara residents. **The completed Booking and Payment Form must be received at least three working days prior to the first market for which the booking is being made.**

Stallholders will have their booking and payment confirmed and will receive a floor plan showing the location of their stall prior to market day.

## TERMS AND CONDITIONS

The market aims to provide an outlet for makers and designers producing high quality work and to promote both these people and their craft through a well-structured market place.

## GOODS

Stallholders must produce the products sold at the HMM. Guidelines for acceptability are as follows:

1. All goods must be of a high quality and must be home produced by the registered stallholder/s. **The majority of goods presented must be of one type.**
2. No second hand or commercially made goods will be accepted.
3. The sale of goods on consignment or from commercially made kits will be not be permitted.
4. Handwork applied to manufactured items must be individual, creative and substantial.
5. Franchises or 'Pyramid' businesses are not permitted.
6. **Additional products:** Stallholders wishing to introduce new items must have these reviewed and approved by management. These goods should be an extension of the nominated craft.

## FOOD

All food stalls must comply with the City of Boroondara Health Regulations. The necessary information and documentation can be obtained from Council during office hours on 9278 4747. A copy of your "Certificate of Food Act Registration" must also be supplied to the HMM Committee on an annual basis.

The selection of all food items are at the discretion of the Management Committee.

## STALL DETAILS

The HMM will operate in two areas, namely, the Emporium and the eastern outdoor area adjacent to the Hawthorn Arts Centre.

**Emporium:** This is the retail space/area within the Hawthorn Arts Centre beside the Town Hall Gallery. Direct entrance is via the sliding glass door on the eastern side of the building.

**Outdoor area:** All outside stallholders are required to provide their own table and chairs and a 3x3metre white or green marquee. All marquees must be safely secured with water bags or sand bags. No pegs are to be used. Marquees will be available for hire if you do not have one.

You can indicate your choice of location on the EXPRESSION OF INTEREST FOR STALLHOLDERS form by ranking the options in order of preference.

## STALL ALLOCATION

The position of allocated stalls is not transferable and the HMM Committee will not enter into discussion or dispute regarding the allocated positions. Stalls are allocated by the HMM Management Committee in its absolute discretion according to types of crafts sold and stallholder attendance history. The floor plan of the market will be circulated to all stallholders in the week before market day

**Sharing:** The intention to share a stall must be approved by the Committee and all operators' names must appear on all registration forms. The registered stallholder must be in attendance at the market unless permission has been sought from the Committee.

**Tables must not be moved.** They are set up by Council staff according to Council security and fire safety regulations. As part of the setup, tables provided will have cloths on them which will achieve a consistent presentation throughout the market area. Additional dressing of the allocated tables is permitted.

**Indoor stallholder area:** Stallholders must ensure that displays do not project outside their designated space. Stallholders requiring additional display space will be required to notify HMM management to get approval. **An additional fee will apply** and will be negotiated with the stallholder based on the extra space required.

Council requirements are that nothing be stapled, stuck or otherwise attached to any walls or fixtures.

**Outdoor area:** All **outside** stallholders are required to provide their own table and chairs and a 3x3metre white or green marquee. All marquees must be safely secured with water bags or sand bags. No pegs are to be used. Marquees will be available for hire if you do not have one.

It is the responsibility of all stallholders to ensure their stall area is left clean when they leave. ***All stallholders must remove their own litter.***

## OPERATIONAL GUIDELINES

**Hours of operation:** 10am - 3pm - first Sunday of the month (April to December unless by exception due to public holiday).

**Stall set up/pack up:** Set up is two hours before the market commences from 8am. Stallholders ***must not pack up*** before the published closing times of 3pm but should be packed up by no later than 4.00 pm. It is the responsibility of all stallholders to ensure their stall area is left clean when they leave. All stallholders must remove their own litter.

**Unloading/loading:** For easy access for loading and unloading please use the carpark adjacent to the Hawthorn Arts Centre accessible from Kent Street or James Street.

**Parking:** Stallholders must at all times abide by existing parking signs and designated stallholder parking areas.

**Flyers:** Flyers promoting other markets are only permitted if approved by the HMM Committee. Raffle tickets may only be sold by approved community organisations.

## FEES & ATTENDANCE

Stall fees are set by the Rotary Club of Camberwell HMM Committee in conjunction with the City of Boroondara. Fees are used for market management, promotions, entertainment and other operational needs and net proceeds contribute to the Rotary Club of Camberwell Charitable Fund.

Fees are reviewed periodically and may be increased each year in accordance with CPI. All fees are inclusive of GST. The fee structure for 2018 is as follows-

Cost per market	Emporium	Outside	Insurance
<b>ONE MARKET ONLY</b>	\$60	\$40	\$8
<b>2 or 3 MARKETS (paid as a lump sum in advance)</b>	\$55	\$35	\$8
<b>4 or 5 MARKETS (paid as a lump sum in advance)</b>	\$50	\$30	\$8

**NOTE : Fees apply to standard size stalls – additional fee will be negotiated based on amount of extra space required.**

Stalls can be booked for individual markets or multiple markets as shown above. If you book for 2 or more markets, the discount applies only if you pay the **total** for all markets booked prior to the first month of the booking.

**Absenteeism and reserve fees & conditions:** Notification of inability to attend once a booking is made is essential. Extenuating circumstances will be taken into account for market absenteeism.

**Refunds:** No refunds will be given on stall fees unless the stallholder can prove extenuating circumstances.

## INSURANCE

The Rotary Club of Camberwell's public liability insurance covers the Members of the Rotary Club of Camberwell for any losses or accidents caused by its own negligence. It does not cover stallholder's liability with respect to third parties. All stallholders are therefore required to have public liability insurance.

Stall holders may either pay \$8 (incl. GST) per market surcharge to cover themselves to the limit of \$10 million public liability and \$10 million product liability (\$1,000 excess each and every claim)

***or***

produce evidence of their own public liability and product liability. This **MUST** be sighted by an HMM Committee representative in advance of attendance at the market.

The Rotary Club of Camberwell's public liability insurer excludes cover for stallholders that are proprietary limited companies. If you are a Pty Ltd Company, you must take out your own insurance. This **MUST** be sighted by a HMM Committee representative- in advance of attendance at the market.

The Rotary Club of Camberwell's Public Risk Liability Insurance covers the Members of the Rotary Club of Camberwell against any legal claims that may arise.

Stallholders attend the market at their own risk and The Rotary Club of Camberwell will not accept -any claim relating to public risk and/or property damage whether in respect of stallholders or their patrons against The Rotary Club of Camberwell or the City of Boroondara.

## **STALLHOLDER CODE OF CONDUCT**

Stallholders must at all times maintain appropriate and respectful conduct towards one another, the public and Council staff and members of the Rotary Club of Camberwell or their representatives. The Committee reserves the right to remove any stallholder who acts or behaves inappropriately.

All stallholders shall comply with all relevant Acts of Parliament, Regulations, Rules, Codes, Orders, By Laws, Local Laws and other legislation applicable to the activities they conduct at the Hawthorn Makers Market.

## **GRIEVANCE PROCEDURE**

If a stallholder has a grievance, the matter should be raised in writing and addressed to the Rotary Club of Camberwell HMM Committee.

If the complainant is not satisfied with the solution offered by the HMM Committee, they may appeal to the Manager, HMM, Rotary Club of Camberwell.

## **FURTHER INFORMATION**

Rotary Club of Camberwell - stallholder contact options:

Web address- [www.hawthornmakersmarket.org.au](http://www.hawthornmakersmarket.org.au)

Email- [admin@hawthornmakersmarket.org.au](mailto:admin@hawthornmakersmarket.org.au)

Facebook- [www.facebook.com/HawthornMakersMarket](https://www.facebook.com/HawthornMakersMarket)

Mobile- 0434 255 414

Please read these rules carefully and keep them for future reference. The Committee has spent considerable time and effort formulating them so that your market will run as smoothly and efficiently as is possible. Suggestions are always welcome. Please contact the Rotary Club of Camberwell.