



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 emerged in 2018 as a re-imagined, designer market. It evolves from the former Hawthorn Craft Market which has a history over 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.

COVID SAFE PRACTICES

The market will operate subject to the CovidSafe plan covering the Hawthorn Arts Centre and the Rotary Club of Camberwell. Pertinent details will be circulated before each market so that everyone is aware of prevailing restrictions or rules.

In addition, it is mandatory for every Victorian business with any on-site operations (indoor or outdoor) to have a COVID Safe Plan for their business. Stallholders are considered to be small business operators and consequently must comply with this directive.

Government templates are available online for you to complete and customise for your own stall setup. Click here: <https://www.coronavirus.vic.gov.au/covidsafe-plan>.

Be sure to keep your plan updated with any new guidelines issued by the Victorian DHHS website. For more information: <https://www.coronavirus.vic.gov.au/>

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 and 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" or "Street Trader" must also be supplied to the HMM Committee prior to attendance.

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

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.

Applicants may choose to be part of our on-site monthly market at the HAC or our online market on our website or be part of both concurrently. The selection process is the same for both and stallholders will need to comply with processes described in this document.

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.

STALL DETAILS AT HAWTHORN ARTS CENTRE

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, chairs and display materials. a 3x3metre white or green marquee. All marquees must be safely secured with water bags or sand bags. No pegs are to be used.

You can indicate your choice of location on the EXPRESSION OF INTEREST FOR STALLHOLDERS form.

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, chairs, display materials and their own 3x3metre marquee. All marquees must be safely secured with water, metal or sand bags. No pegs are to be used.

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 (March to December unless by exception due to public holiday).

Stall set up/pack up: Set up time starts at 8am, two hours before the market commences. 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.

Inclement weather: If there are weather warnings announced prior to market day regarding wind, rain, storms or extreme heat, outdoor stallholders will be notified and given the option of withdrawing their booking for that market. In the event of a sudden change of weather on the day of the market which impacts on the operation the outdoor stall area, stallholders will be able to pack up and leave early. It is possible that some stallholders may be able to be re-located to an indoor space. This will be negotiated with individual stallholders if this occurs.

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 is as follows-

Cost per market	Emporium	Outside	Insurance
ONE MARKET ONLY	\$60	\$40	\$8
2 or 3 MARKETS (paid in total in advance)	\$55	\$35	\$8
4 or 5 MARKETS (paid in total in advance)	\$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.

STALLHOLDER DETAILS FOR ONLINE MARKET

In addition to the on-site market at the HAC, an online market has been established for stallholders to market their goods. Stallholders may use both the on-site and online options concurrently or you may choose to be only on-site or only online.

If you want an online presence, you need to advise the Market Manager by email (admin@hawthornmakersmarket.org.au).

A virtual stall will be created for you by our web-master once you have provided the following details:

- Your name and your business name.
- A short description about your business, your products and any items of interest which may attract potential buyers.
- All online links including website, email, facebook, Instagram, etsy, etc.
- High quality photos to show the type of products you have available for sale.

These details will be posted on our website (www.hawthornmakersmarket.org.au). You will be responsible for checking that all the links work and are correct. You will also be responsible for providing details of any updates or changes needed as required.

INSURANCE

The public liability insurance held by the Rotary Club of Camberwell 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. This can be done by EITHER:

- 1 paying \$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

- 2 producing evidence of their own public liability and product liability. A copy of the Certificate of Currency MUST be provided to the HMM Manager 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. A copy of the Certificate of Currency MUST be provided to the HMM Manager in advance of attendance at the market.

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

Email- admin@hawthornmakersmarket.org.au

Facebook- www.facebook.com/HawthornMakersMarket

Instagram- [#hawthornmakersmarket](https://www.instagram.com/hawthornmakersmarket)

Mobile- [0434 255 414](tel:0434255414)

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.