



## SUNDAY MARKET

### STALLHOLDER APPLICATION INFORMATION

#### 1. THE ARTS CENTRE

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 the Arts Centre 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.

#### 2. THE SUNDAY MARKET OBJECTIVES

The Sunday Market is to serve the artists and craftspeople of Victoria in providing an outlet for the best works. It aims to serve the people of Victoria and tourists in making high quality products available to the public, in association with other attractions at the Arts Centre.

The key feature of The Sunday Market is that all craft products offered for sale are of a high quality, both in design and production. A high standard of display is required of stallholders in the presentation of their products and the use of display units. An emphasis is placed on the nature of the Market being a **makers market**.

#### 3. MANAGEMENT

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

The Sunday Market is managed by The Sunday Market Manager. All issues regarding the application process or operation of the market must be addressed to the Market Manager.

A Selection Committee approves all new applicants. The Selection Committee meets regularly to assess new applicants; and all applicants will be contacted by mail regarding the outcome of their application. No further correspondence will be entered into and the committee reserves the right not to explain why an application was rejected.

#### 4. APPLICATIONS

The attached Stallholder's Application Form must be answered in full before the application will be considered.

Samples of your proposed products should accompany the application. If you wish to have these returned, please include a stamped, self-addressed envelope with your application. Any application samples not collected within 28 days of notification will be disposed of.

The completed Application Form should be sent to:

**The Sunday Market  
The Arts Centre  
100 St Kilda Road  
MELBOURNE VIC 3004**

Tel: (03) 9281 8581 (9.00am – 5.00pm Friday, Sunday – Tuesday)

**Please note: We are currently not accepting applications for jewellery, photography, wool products, beaded items, skincare and bags.**

**The August Selection meeting will be on 3 August, samples and forms must be here by 31 July.**

#### 5. STALL RENTAL

Stall rental fees are payable monthly in advance on 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 two weeks notice.

Prices are per calendar month and inclusive of GST.

- Site 2.4m x 1.8m with table (2m x 0.8m) \$280.00

Tablecloths must be purchased on commencement of trading for \$80.00 (including GST).

Bags can be obtained free of charge from the office.

Stallholders are required to use the equipment as provided. Applications for additional display equipment should be directed to the Manager.

## **6. TRADING HOURS**

The Sunday Market is open every Sunday 10.00am – 5.00pm.

Stallholders must be set up by 9.30am. If the stallholder is late or unable to trade, they should notify the Manager by 9.00am. Failure to do so may result in a late fine.

Stalls are to remain trading until 4.00pm unless permission to end trade early is obtained from the Market Managers office. Packing up is to occur 4.00pm – 6.00pm.

## **7. ALLOCATION OF SITES**

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

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 Manager.

## **8. SHARED STALLS**

Stallholders may share a site on a rotational basis, however separate payments must be made and individual receipts will be issued.

## **9. PARKING**

The Arts Centre Car Park is available 24 hours for a flat rate of \$12.00 on Sundays.