

Maribyrnong's Community Market

Criteria and Regulations

The aim of the Community Markets is to provide an opportunity for local artists to show and sell their crafts, small local businesses to promote and sell their products and for local community members to on-sell items they no longer require. The market also provides a venue for community members to engage with each other.

The market will be inside the Centre using the Main Hall, Dining Area and Recreation Room and will consist of a between 35 – 45 stalls.

Stalls

- Stall holders will be accepted on a “first in basis” in each of the categories listed below to ensure a good mix of stalls is available to the public.
 - Candles / Aromatherapy (3 stalls)
 - Plants (2)
 - Jewellery / Milliner (4)
 - Make-up / Perfume (2)
 - Clothing – Babies / Children (3)
 - Clothing – Adult / Miscellaneous (3)
 - Artwork / Photography (5)
 - Handicrafts (4)
 - Cards / Stationery (3)
 - Pottery (2)
 - Children's Toys/Games (2)
 - Books (2)
 - Homemade Foods (2)
 - Second Hand / Pre-loved Items (5)
- The only homemade food stalls will be for produce such as jams, chutneys, cakes etc.
 - All goods are to be clearly labelled with ingredients and list any identifying allergens
 - Food stall holders are required to be registered on streetrader – proof of registration to be provided with application form.
 - Food stall holders are to adhere to Food Safety / Handling regulations.
- If you are selling a commercial product, you are required to provide details on your application form to ensure that we only have one of a brand at the market. Ie Enjo products, make-up brands, children's clothing.
- Stall holders will be provided with one trestle table (180cm x 75cm) and maximum of 2 chairs
- Stall holders are discouraged from providing their own tables however can bring 1 clothing rack or small stand to go alongside their stall. **If you are bringing a rack or stand with you, please indicate this on your application form.**
- Any other alterations are to be discussed with Centre staff prior to registering.
- In the week leading up to the market, the Centre will contact all stall holders via email to notify of set up time on the day of the market.
- After stalls have been set up, stall holders are to remove their car from the Centre Carpark to allow the public access to the carpark.

- We will have a sausage sizzle (as a fundraiser for a local community group), at least one food van and one coffee van.
- We will aim to have a local artist or group perform at each market to add to the atmosphere.
- Stall holders will receive an email within 3 working day of submitting their application form confirming that their Form has been received and advising whether they have been allocated a stall or placed on the waiting list.
- Stall holders with Facebook are encouraged to like our Facebook page where the market will be listed as event and then share the event on their page as a way to promote the market.

Fees

- **The cost of each stall is \$20 for stall holders with Public Liability Insurance or \$25 for stall holders who do not have Public Liability Insurance**
- Stall fees are to be paid within 7 days of confirmation of your stall allocation.
- If payment is not received within the 7 days, the stall may be offered to others on the waiting list.
- Please note, should you withdraw from the market, we are unable to refund stall fees. Please advise us as soon as possible should you need to cancel your stall, so that we can allocate to others on the waiting list.
- Payment for stalls can be made via cash, credit card or EFTPOS up to 4pm Monday – Friday

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Registration Form

Date of Market/s			
Stall Holder Name			
Business Name			
Address			
	Suburb		Postcode
Phone Number			
Email			
Category (refer to list provide in Criteria & Regulations document)			
Type of goods being sold			
Name of brand (if selling a brand item ie Enjo, children's clothing brand, make-up etc)			
Will you be bringing a clothing rack or any type of stand?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Website or Facebook link (for promotional purposes)			
Do you have Public Liability Insurance?	<input type="checkbox"/> Yes (please attached a copy of your Certificate of Currency) <input type="checkbox"/> No – note stall fees will be \$25		
Are you selling food items?	<input type="checkbox"/> Yes (please attached your permit)		

Office Use	Stall Fees Paid		Insurance certificate received		Date of Payment	Received by: (team member)
	Y	N	Y	N		

Please return completed forms to:
 Maribyrnong Community Centre, 9 Randall Street, Maribyrnong 3032
 or email to maricomm@maribyrnong.vic.gov.au