***WERRIBEE MAKERS MARKET***

**Werribee Makers Market** will be held at Station Place Werribee during the Wyndham City Council Summer Pop Up Program, which had over 20,000 visitors during the 2018 program. Supporting community businesses who grow or create products, this market will also provide Pop Up Park visitors opportunities to engage with their local producers and artisans.

Our outdoor community market will be supported by a range of free activities, access to local information, and the opportunity to showcase local talent. The inclusion of family-friendly activities and entertainment provides opportunities to celebrate our local community and will bring many more visitors to the Market stalls.

**Makers Market** is an initiative of Wyndham Business & Tourism Association - a not for profit business organisation.

**2019 Market Applications -** are officially open for 2019 Summer Pop Up Park markets and by applying, you are recognising that you will be allocated a space **outdoors**. Please consider this before applying. It is the responsibility of the market applicant to consider all weather conditions and have a market umbrella or marquee (or access to one) before sending an application. In fairness to others, the committee cannot accommodate special requests.

**All stallholders applying for markets in 2019 are required to fill out the application.** This is to ensure that all your contact and product information is up to date in our records and provides us with the option to promote your products.

Please note that selections & allocation of stalls are at the WBTA Committee's discretion and are based on a number of variables as outlined in our FAQ and Terms & Conditions below. Before applying, please ensure that you have read both sections as once your application has been accepted and payment made, we do not issue refunds.

**2019 MARKET DATES:**

* Saturday 19 Jan 2019 – 10am to 3pm
* Saturday 26 Jan 2019 – Australia Day: 4pm to 9pm
* Saturday 2 Feb 2019 – 10am to 3pm
* Saturday 9 Feb 2019 – 10am to 3pm
* Saturday 16 Feb 2019 – 10am to 3pm
* Saturday 23 Feb 2019 – 10am to 3pm

**All market applications close 19 Oct 2018.**

***FAQ***

**ARE YOU AN OUTDOOR MARKET? YES!**  We have limited spaces which are selected at the WBTA committee’s discretion **only**. In fairness to all, we cannot accommodate individual requests. Please only apply if you understand that you will be placed outdoors.

**HOW DO I APPLY?**

* All applications will need to be submitted via email: info@wyndhambta.org.au
* Make sure you read all sections and can meet the requirements (outdoors, umbrella, stall size, handmade product etc)
* Answer all sections clearly and carefully *(incomplete applications will not be considered)*
* Submit clear, quality images of your product for possible WBTA promotions use
* You will receive an email confirmation from us that your application has been received and is awaiting assessment.

**HOW WILL I KNOW IF MY APPLICATION HAS BEEN ACCEPTED?** You will be contacted via your nominated email address by the Stall holder manager after the application closing date. Those unsuccessful will be notified also and placed on a standby list.

**WHAT SIZE IS THE STALL SITE?**
Standard: 3m x 3m
Large: 4m x 4m

**MARKET DATES & STALL ALLOCATIONS -** You are required to specify which dates you are applying for when applying. However, no guarantees can be given that there will be a place available at each market that you specify, as there are a limited number of sites available at each market.

**WHAT DO I NEED TO BRING ON MARKET DAY?**

* A market umbrella is MANDATORY.
* Table/trestle to fit within the site allocation.
* Full sized table cloth to cover storage underneath table
* Drop sheet for extra protection of your product and patrons should you need it
* Chair
* Display equipment

**WHAT ARE THE STALL FEES?**
*Standard site:* $80
*Large (limited and at the discretion of the committee):*$120

**PAYMENT OF INVOICES -** An invoice will be emailed to advise which date/s you have been allocated.
Payment for all market dates booked must be received in full within the time specified on the invoice.

**NO PAYMENT by due date = NO BOOKING**. **Payment is required within 7 days of invoice receipt.**

All stallholders will be emailed a site map for the upcoming market 2 weeks prior to the event. Please note: stall sites may be allocated differently for each market (depending on stallholders) – so you may be in a different spot each time. The allocations are made by the committee and are final.

**DO I NEED TO BE PRESENT ON MARKET DAY? YES!** We are a **Makers Market** and will promote the fact that you are on hand to discuss your products and interact with market visitors. It is part of our T&Cs for the maker to be present on market day and you are agreeing to this when you apply. Feel free to bring along a helper on the day too though!

**APPLICATION CRITERIA -** All applications will be assessed on the following criteria. The committee reserves the right to exercise its discretion in approving applications. The selection of stall holders for the market is based on the following selection principles:

* MUST BE hand-made or crafted by the stall holder (this will be verified)
* Needs access to power.
* High quality of work.
* Fits product diversity: we like to present something new to the public at each market.
* Uniqueness or creativity of the product.
* **Food stall/skincare products** must also submit a copy of their relevant documents – see Terms and Conditions section

**ADDITIONAL CRITERIA -** Applications are ONLY assessed on images supplied (image files should not exceed 1MB per image). Websites and Facebook images will not form part of the selection process.

\*\***Please only send clear, simple product photographs in order to be included in our market promotions. Whilst every effort is made, we cannot guarantee promotion for all stallholders\*\***

**FOOD/BEVERAGE APPLICATIONS -** The committee welcomes applications for gourmet and specialty foods. The primary purpose of any food products should be for consumption off-site. Packaging must be of the highest standards of presentation and photos of all products must be supplied.

**2019 Terms & Conditions Agreement**

Please make sure you are 100% committed to fulfilling your obligations as a stallholder as outlined in this agreement. Cancellations have a significant effect on our entire working process prior to an event, including administration, logistics, marketing and PR.

The Wyndham Business & Tourism Association and its representatives will not be held responsible for any loss or damage to person or property including the alleged negligence of the Wyndham Business & Tourism Association or its representatives or agents and including loss or damage arising out of weather and other conditions or the cancellation of the event due to any circumstance/s outside the control of the WBTA. All applications will be assessed on the following criteria. The Committee reserves the right to accept or decline any application.

**Participation in the Werribee Makers Market is subject to your acceptance of the following terms and conditions. Please read these carefully before completing the Application Form.**

**Criteria: All goods must be Hand-made or crafted by the stall holder and sold by the stallholder.**

Gourmet and specialty foods are welcomed, primarily for consumption offsite.

Skincare should be predominately made from naturally derived products.

Products: Please specify the nature of your stall and the types of product to be sold.

Stallholders contravening this requirement or failing to accurately describe their products may have their trading terminated and forfeit their payment.

**Can I bring my vehicle on site to load in?**

No vehicle access to the site will be allowed for the purposes of loading in and out of the venue. All goods must be unloaded at the venue boundary and walked on site.

**Where can I park?**

No parking is allowed on site during the operating hours of any market. All vehicles need to be parked in the surrounding streets. A map showing the nearest all day parking areas will be provided when application is successful.

 **When will I have access to the site to set up?**

Access times, and all other information about setting up, will be outlined in the formal letter of confirmation. As a rough guide, access to the site usually opens 90 minutes before commencement of the event.

**The Environment**

Werribee Makers Market Committee does their best to ensure that the market grounds are left free of waste at the conclusion of the event. Your assistance in this matter is appreciated. Please try to reduce waste and use recycled and/or recyclable packaging and materials and remove all waste at the end of the day.

**Day Markets**

Staff will be on location from 8.30am.

Stallholders load in from 8.30am and no later than 9.30am, ready to trade by 10.00am.

The market finishes at 3:00pm and no stallholder is permitted to pack up prior to this time.

**Twilight Market – Australia Day**

Staff will be on location from 2.30pm.

Stallholders load in from 2.30pm and no later than 3.30pm, ready to trade by 4pm

The market finishes at 9:00pm and no stallholder is permitted to pack up prior to this time.

**Site Conditions**

This is an outdoor market with a limited number of stalls and power.

Stall sites are allocated at the discretion of the committee.

Stallholders may use other free-standing displays of their choice – these must be secured and weighted appropriately. Failure to contain your stall within the site will result in a request to remove displays/items immediately.

* Payment - An Invoice will be emailed to you if your application is approved.
* All payments are to be completed electronically. Payment details will form part of the invoice.
* Payment in full is required within 7 working days from the date of the invoice.
* Non-payment within the time frame may result in your booking being cancelled
* Reminder emails for non-payment of invoices will not be sent
* All applicants must have their own Insurance
* Please note that fees are non-refundable.
* A copy of your Public Liability Insurance (PLI) Certificate of Currency must be provided with your application.