

## THE COLLECTIVE MARKETS - STALLHOLDER INFORMATION

### Date & Trading Times

The Market is held every Friday, Saturday and Sunday and are only cancelled for major events such as Riverfire or New Year's Eve celebrations

Trading times are:     Friday:    5pm – 9pm  
                                  Saturday: 10am – 9pm  
                                  Sunday:   9am – 4pm

### Location of Market

The Collective Markets trade within the South Bank Parklands and are located on Stanley Street Plaza.

### Stall Fees (GST Included)

- Friday:    \$65.00 per stall per market
- Saturday: \$115.00 per stall per market
- Sunday:   \$100.00 per stall per market
- All days:   \$280.00 per stall per market

All stalls are 2.4 metre X 2.4 metre and come supplied with a single power point (maximum draw of 4 amps - 960 Watts)

Stallholders who DO NOT have Public Liability Insurance (see below), please add \$10.00 to the stall fees above.

### Public Liability Insurance

#### If you **DO HAVE** public liability insurance:

Please attached a scanned copy to the online Application Form or email it to us.

#### If you **DO NOT** have your own cover:

You will be covered by the Market Insurance Policy and will be required to pay an additional \$10.00 on the Stall Fee.

The Market Public Liability Insurance Policy provides \$20,000,000 cover with a \$5,000 excess for stallholders who are uninsured.

### Product Liability Insurance

It is a mandatory requirement that a Stallholder have in place insurance to cover product liability with a minimum of \$10 million cover in the Stallholder's name if the Stallholder offers for sale any of the products listed below.

- Second hand electrical goods and toys
- Cosmetics and beauty products
- Medicines, Potions, Oils, Fragrances and Soaps
- Massage, manipulation of muscle, chiropractic or similar
- Hot Food

A copy of the certificate of currency of the product liability insurance must be supplied to the Manager before a Stallholder may trade at the Market.

Stallholders must ensure that any insurance provided by it is renewed and remains current for the term that the Stallholder undertakes Trading Activity at the Market.

### **Entry into the Market is via a competitive process**

Stallholders must first submit an Online Application and will be notified if it has been successful usually within 14 days. A successful application does not necessarily mean immediate access to a stall at the Market as it is also subject to stall availability and the current mix of products available at the Market.

### **Payment of Fees**

Stall Fees must be **paid prior to the day of each market**. Stallholders must register and pay online to receive confirmation of their booking and placement at the Market.

### **Eligibility Criteria**

Only Approved Products are permitted to be displayed and sold.

You may apply to sell arts and crafts, home wares, object design, photography, furniture, fashion, food, jewellery, vintage & pre-loved clothing, unique home wares, accessories, etc. and other items approved by the Manager on a case by case basis.

### **Permanent Spaces, Regular Attendance & Periodic Reviews of Stalls**

The Collective Markets does not offer 'permanent' spaces or in any way convey any ongoing rights to a stall at the Market. Refer to our Regulations for more information in this regard.

Our aim is to offer to provide as much opportunity as possible to as many people as possible and to continue to provide Brisbane with a quality market experience that remains fresh and dynamic. For this reason, we will regularly review the Market's stallholder and product mix.

Stallholders who attend regularly will be reviewed every 6 months and assessed against the criteria detailed below together with the Manager's assessment of the Stallholder's overall contribution to the atmosphere and culture of the Market. At that point they will be advised as to whether they may continue to attend the Market on a regular basis.

The Review Criteria are as follows:

- **Products** that you sell;
- **Presentation** of your stall;
- **Promotion** of your brand;
- **Presence** in the digital world

Please note that as the Manager of the Market, we reserve the right not to enter into correspondence or otherwise explain the reasons for our decisions.

### **Stallholders Rebooking Refunds & Credits**

Stall Fees are not refundable. Stall fees may be credited to another week only if bookings are cancelled by Wednesday 5.00pm prior to Market Day.

### **Equipment**

The Market supplies the following:

- A setup 2.4m x 2.4m marquee.
- A single power point to the stall – maximum of 960 watts per stall only.
- Walls – these will be provided only to casual stallholders trading two or three days. Any stallholder who trades more than 5 times at the market will be required to purchase their own set of marquee walls - These are available from onsite Management. A wall buy back scheme will also operate for stallholders who have purchased walls and no longer plan to attend the Market. Further details to be confirmed shortly.

All other equipment required including lights, tables, chairs, awnings etc. must be supplied by the stallholder. Note all electrical equipment used must have a current and valid 6 month test and tag on it.

A trolley to cart your stock and equipment to your stall is a good idea as you only have 15 minutes on site to drop off or pick up your stock and equipment.

### **Locking Up & Market Security**

At the end of the evening's trade you can zip up the walls of the marquee and lock them with padlocks or cable ties that you will need to bring along.

The Market is patrolled by overnight security on Friday and Saturday nights. However, all stock and equipment left in the Marquee is at the Stallholder's risk and the Manager accepts no responsibility in this regard.

We strongly advise that you take your stock and valuables with you each night.

### **Style Guide**

- All tables must have floor length tablecloths.
- Side walls are NOT permitted during trading hours except during rainy days

- To improve the presentation of the Market, awnings used must be strictly as per the specifications of the Markets. Further information about awning specifications will be supplied shortly.
- Signage utilised at the stall must be present in a professional manner and needs to be approved by the Manager before it is displayed.
- Stallholders are responsible for managing their own waste. No waste generated by your stall is permitted to be thrown in the rubbish bins.
- All products and waste must remain within your stall space.

### **Where do I go to unload and load? What time do I arrive?**

Drive into the loading zone area in Stanley Street Plaza at the bottom of the Ernest Street Ramp off Little Stanley Street. Market staff will be there and direct you to where you can park and unload. You will then be allocated a site.

#### **Arrival times:**

- Friday: 3.00pm – 5.00pm (vehicles offsite before 5.00pm). For Friday there will be staggered arrival times depending on which side of the Market you will be trading i.e. North or South side. You will be notified of this prior to the Market.
- Saturday: 8:00am – 10:00am (vehicles offsite before 9:30am).
- Sunday: 7:00am – 9:00am (vehicles offsite before 9:00am).

Please park your vehicle offsite BEFORE you set up your stall.

#### **Pack Down times:**

- Friday: 9.00pm – 10.00pm
- Saturday: 9:00pm - 10:00pm
- Sunday: 4:00pm – 6:00pm

Please pack your stall up BEFORE bringing your vehicle onsite.

### **Set Up and Pack Down procedures are as follows:**

#### **SET UP:**

- Drive into Market loading area.
- Market staff will direct you to your stall location.
- Unload (No Setting Up!) – 15mins maximum.
- Drive out of Market area
- Set Up your Stall

#### **PACK DOWN:**

- Pack Up your Stall

- Acquire vehicle permit from traffic controller (SUNDAY ONLY)
- Drive into Market loading area
- Load Up - 15mins maximum.
- Drive out of Market

**NOTE: 15 MINUTE LOADING ZONES!**

The loading zone is located in the middle of the Market but only offers 14 parking bays so competition for a space is very high.

Please consider your fellow stallholders and drop off and pick up as quickly as possible. Do NOT start setting up your stall whilst your vehicle is in a Parking Bay.

Vehicles are not permitted within the stall areas so you cannot load/unload directly adjacent to your stall.

**Where do I park?**

There is no designated stallholder parking.

The closest public parking is available at the South Bank Parklands Underground Car Park – current rate is \$36.00 for the day. Access is via Tribune Street or Little Stanley Street South Bank. Alternative parking is available nearby at the BCEC (\$22 per day) or Cultural Centre (\$15 per day)

**Bad Weather Policy**

The Market will operate rain or shine.

**Other key points:**

- If there is security issue call the Manager on 0422 806 971.
- If there are problems with power please call the Manager 0422 806 971.
- The weights on the marquees provide ballast in the advent of windy days; they are there for your safety and that of public, so please avoid removing them.
- All electrical equipment must have a current 6 month test and tag.
- Please DO NOT store anything behind your stall as it limits access to the power distribution boxes and extension leads.
- Fans are NOT permitted to be hung and/or suspended off the marquee. Pedestal and/or ground mounted fans may be used when positioned back of house.
- Heaters and/or air conditioners are not permitted.