



Canberra City Walk Markets

ABN: 60 414 908 117

Stallholder Guide

2016

Thank you for your interest in trading at **Canberra City Walk Markets** – Canberra's newest Saturday meeting place. A place to shop, eat, play, trade, meet and gather.

Location

The markets is situated right in the heart of the city in Canberra's CBD. The markets encompasses two areas in Civic branching out from the Merry-Go-Round, these areas are:

Petrie Plaza, between London Circuit and the Merry-Go-Round; and

City Walk, between the Merry-Go-Round and the Canberra Times Fountain.

As the markets grows, it is intended further trade sites will be opened up along the City Walk branching out towards Garema Place.

How to apply to trade

To apply to trade please read this guide and complete and email markets' management your application form.

Sites

Most sites at Canberra City Walk Markets are 3m x 3m, other sizes may be arranged by negotiation with markets management. Regular stallholders can usually be positioned in the same site each week.

Fees

Site fees are \$50.00 for a standard 3m x 3m site (non food stall). Small stall sites are also available.

Stallholders wishing to sell food items such as oils, spices, breads, cooking mixes etc. may apply for a standard site.

If you are interested in selling hot food/meals at the markets please contact markets management for further information and to discuss your interest.

Public liability insurance

All stallholders trading at Canberra City Walk Markets must be covered by public liability insurance. If you do not have your own insurance cover can be provided for you for an additional \$10.00 per trade date. Discounts for regular traders may apply.

Payment

Payment is by direct deposit (unless otherwise negotiated). Bank details will be sent upon confirmation of booking. Payment must be received in advance to confirm your booking. Site fees for regular stallholders are payable weekly in advance. i.e. payment must be received 7 days in advance.

Hours

The markets' standard trading hours are 10am – 4pm on Saturdays.

Bump in/bump out

Unloading/loading may be done on site from 7:30am. Vehicles may be driven along City Walk to the markets site escorted by a traffic warden. Vehicles must be off site by 9am.

Entry/exit points and further details regarding stallholder access to the site will be sent upon confirmation of booking.

Vehicles may return onto the site escorted by a traffic warden at 4:30pm for bump out.

Stallholders are required to pack up their stall ready for collection prior to bringing their vehicle back onto the site to prevent vehicle congestion.

Best parking

All day parking is available for \$5.00 in the London Circuit car park next to the Legislative Assembly. On the left hand side when you drive in. (The right side of the car park is short stay and has higher fees).

Gazebos/Umbrellas

All gazebos and market umbrellas **MUST** be weighted at each anchor point by a sandbag, water weight or similar. In the event of extremely windy weather stallholders will be instructed to remove the canopies to avoid flight risk and wind in umbrellas.

If you do not have weights, you will not be allowed to set up your gazebo or umbrella.

What can I sell?

Quality new, up-cycled, handmade, home-grown, Australian, or imported wares.

What can't I sell?

The sale of 2nd hand electrical equipment or animals is not permitted at the Markets.

Managements may decline a stallholder application if the products listed are considered inappropriate for sale at the Markets, or if too many like products are already offered for sale at the Markets.

Absence

A stallholder who has booked and paid for a site in advance and is unable to attend due to unforeseen circumstance will be offered a full credit towards an alternative date of trade or a refund in limited circumstances.

Stallholders must notify management of their absence as soon as reasonably possible.

What if it rains? Weather

Stallholders need to be equipped to trade in most weather conditions. Stallholders need to be able to trade throughout a passing shower or drizzle or light winds. This means stallholders need to be able to adequately protect their stock with a gazebo which is weighted at each anchor point, and gazebo walls if necessary.

Due to the inconclusiveness of weather forecasting, the markets will usually only be cancelled on the Saturday morning if the weather is untenable.

In the event of forecasted very wet or extremely windy weather the markets will be cancelled at the discretion of markets management. Stallholders will be notified by text or email if the markets is cancelled and information posted on the markets' Facebook page.

If the markets is cancelled due to weather stallholders who have paid site fees for that day will be offered a full credit towards an alternate date of trade, or a refund in limited circumstances.

If the weather is wet and the markets proceeds, site fees for stallholders who opt not to trade will not be refundable.

Rubbish

Stallholders are required to take responsibility for the cleanliness of their site and remove and dispose of any rubbish left on their site at the end of the day in an appropriate manner.

Signage

Stallholders must not to place signs on or near the Canberra City Walk Markets site without prior permission from management.

Electrical equipment

All electrical equipment used at the Markets must be of good working order/condition.

All electrical equipment must be currently tagged and tested.