

# Nunawading Market

## Operational Matters & Regulations.

**Market location** - Whitehorse Civic Centre, 379 - 397 Whitehorse Road, Nunawading,

The following regulations are intended to make for an efficient and safe market.

### 1. Application and acceptance process.

- a. Apply for a site at the Nunawading Market by completing the on-line application form on the Nunawading Market Web site.
- b. Sites are subject to availability. We carefully curate a wide range of stalls at the Nunawading Market and try to restrict the number of stalls selling identical/similar products so all stalls have an opportunity to succeed.
- c. Where an application is unsuccessful because there would be too many stalls selling similar products, the Applicant's details will be saved until a site become available. The applicant could then be offered that site.
- d. Successful Applicants will be notified via email.
- e. Where the booking is for the next upcoming market date, the applicant will be assigned a site number and an ID Code to identify payments, and be provided with payment details.  
Where the booking is for a later market, the Applicant will be notified closer to the booking date.

### 2. Operating Dates & Setup Times

- a. The Nunawading Market will be open on the 4th Sunday of each month, from February to November and on the 2nd Sunday in December. (*Twilight Market day.*) Setting up of stalls may start at 7am on designated sites (*11am on Twilight Market day.*)  
(*The Market Co-ordinator will available from 7 am or 11am respectively to help with this.*)
- b. Stalls must be set up and ready to trade by 9am (*12.30pm on Twilight Market day*) and may not be packed up before 2pm. (*5 pm on Twilight Market day*). Those who pack up before the Market's end time, will be issued an official written warning. If a second warning is issued, the Stall-holder will not be invited to return to the Nunawading Market. Stall-holders packing up early make a bad impression on our Visitors, set a bad example for other stall-holders and do not support the growth of the Market.
- c. There will be no vehicle access to sites after 8.45 am (*12.30 pm on Twilight Market day*).  
Stall-holders who do not comply with these times will risk being excluded from the market. Please see Traffic Management plan for further information.
- d. No market will be cancelled because of bad weather; except where there is a public risk.
- e. Stall-holders must contact the Market Co-ordinator if they can't attend any market. Empty sites make a bad impression on customers. Long-standing Stall-holders who miss more than three markets in a year may be reallocated to a different site.

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### 3. Site Rent Payments

- a. The following monthly rates apply. Prices are for a single market:

Site Location	One Market Date	3+ Consecutive dates (booked and paid for)
Willis Room and Indoor Foyer Stalls <i>(generally only available to long term Stall-holders)</i>	\$50	\$45
Outdoor sites	\$45	\$40
Outdoor site along Main Road <i>(Currently sites #70 to #87)</i>	\$40	\$35

- b. Pay by Direct Credit to Arts Nunawading Inc. account with Credit Union Australia, (BSB: 814-282 - Account Number: 10707967).  
Please provide only your ID Code as reference. If you do not know your code, please ask the Market Co-ordinator.  
If you can't pay by Direct Credit, you can pay cash, cheque or Money Order. Please make cheques payable to "Arts Nunawading Inc."
- c. Pay for consecutive block bookings for 3+ months in advance. If fees are not paid in advance, the stall-holder will not receive the discount and will revert to the single-date booking price. As site location is subject to availability, Stall-holders can't be guaranteed the same site for each of consecutive paid dates. However, every effort will be made to allocate the same or similar site.
- d. Site fees are **due on the Tuesday before the Market date**. Pay fees for bookings made on after the Tuesday before leaving the market at the end of the day. Fees not paid on time may incur a \$10 late fee.
- e. The Nunawading Market will provide a paper Receipt for each payment made. Receipts are available for collection from the Market Office *(back corner of the Willis Room)* during market hours.

### 4. Product Quality Control

- a. The Market Co-ordinator has sole responsibility for quality control over goods on sale, which must comply with the "Make it, Bake it, Grow it" philosophy of the market. Sale of commercially-made products is not permitted. Stall-holders must be the creator of the final products on sale.
- b. Stall-holders must not sell goods other than those approved by the Co-ordinator. To extend your product range, please seek approval from the Market Co-ordinator. No single stall will have exclusive rights to a particular product. The Market Co-ordinator will ensure that there is a significant point of difference when accepting Applicants offering similar products, and, at times, we may have a number of stalls offering similar products.
- c. Copying another Stall-holders's products is not allowed and all designs must be original.

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## Market Regulations

### 5. Rubbish

- a. If your site has rubbish on it when you arrive, immediately notify the Market Co-ordinator. There are large rubbish bins placed around the market, please use them.
- b. Stall Holders must remove all rubbish from or adjacent to their sites . If Stall Holders do not leave the market area clean, the City of Whitehorse can charge us to do it. This could mean an increase in site fees.

### 6. Safety of Property. Site-holders must:

- a. **not** cause damage to lawns, plants and garden beds, destroy or remove plants;
- b. **not** spill or pour hot water on the lawns;
- c. **not** stack goods on garden beds or on walkways, or stand on garden beds;
- d. **not** allow umbrellas and shelters to blow away. They must be weighted down according to the manufacturer's instructions and requirements.
- e. **not** use tent pegs, as they damage the in-ground watering system, use weights instead; *(if the in-ground watering system is damaged, the City of Whitehorse will hold the stall-holder will be held responsible and require him/her to pay for repairs, currently about \$150)*
- f. ensure that power cabling is waterproof and has been tested and tagged by a person authorised to do so. Cables must not cross walkways or driveways and adhesive tape on walls is prohibited.

### 7. Food Safety

- a. Any Stall Holder who wishes to sell food at the Nunawading Market must register on line with "Streatrader"; a state-wide, single registration & notification process developed by the Department of Health and the Municipal Association of Victoria; and lodge a Statement of Trade with the City of Whitehorse.
- b. The procedure for doing this is set out in the document "Streatrader Registration Process" which you can download from the Arts Nunawading Inc. web site - [www.artsnunawading.org.au](http://www.artsnunawading.org.au).
- c. All Stall Holders selling food must comply with the regulations set by the Department of Health and are subject to Inspections from the health department of the City of Whitehorse whilst trading.

### 8. Sub-letting

Sub-letting of a site is not permitted. Sites cannot be shared without written approval. Stall-Holders must be the creator of the final products on sale.

### 9. Traffic Management

In the interests of public safety, Stall Holders driving into the market must observe certain rules which are set out in the Traffic Management Plan available from our website.

**Please comply with these simple and commonsense rules. Failure to do so could result in market closure by the City of Whitehorse.**

Laura Mason - Market Co-ordinator (Tel: 0412 324 249) - 2 March 2020