

# Nunawading Market Regulations and Operations.

Market location - Whitehorse Civic Centre, 379 - 397 Whitehorse Road, Nunawading, VIC 3131

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

## 1. Application and acceptance process.

- a. All prospective stall-holders must complete the on-line Application Form found on our website. *www.artsnunawading.org.au*.
- b. Complete the application in full and provide a detailed description of your business and products. Include things such as product details, different options available, the production process, materials used and the inspiration behind the items. Please also include any requirements for your site, such as power and required size. Please also specify if you wish to book for a single date or multiple consecutive dates (*this will determine your fee, please see Item 3- Rent Payments*). Applications that provide only a brief description may not be considered.
- c. Successful Applicants will be notified via email.
- d. Sites are subject to availability. We carefully curate a wide selection of stalls at the Nunawading Market and try to limit the number of stalls selling similar products. An application may be unsuccessful because a number of similar stalls already have booked. In this case, the Applicant's details will be saved for a future date, when a site become available.
- e. Once approved, the Applicant will be notified via email. If booking into our next upcoming market date, the applicant will also be assigned a site number and be provided with payment details. Applicants booking for a date after the next market will be notified of their acceptance and closer to the date they will be attending, will be provided with a site number.

Once an Application has been accepted, do not use the on-line system when you seek a site for a future booking; send a message, email or telephone the Market Co-ordinator.

## 2. Operating Dates & 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 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.

### 3. Rent Payments

a. The following monthly rates apply. Prices are per date:

Site Location	1 Market Date	3+ Consecutive dates (booked and paid for)
Willis Room and Indoor Foyer Stalls (generally only available to long term stall Holders)	\$55	\$50
Outdoor sites	\$50	\$45
Outdoor site along Main Road (Currently sites #70 to #87)	\$45	\$40

b. For bookings made after the initial booking, make site rent payments by Direct Credit to Arts Nunawading Inc. account with Great Southern Bank (BSB: 814-282 - Account Number: 10707967). Please provide your ID Code as reference. If you do not know your ID code please ask the Market Co-ordinator.

If you are unable to pay by Direct Credit, please talk to the Market Co-ordinator.

c. All bookings, including consecutive block bookings of 3+ months, must be paid by the Thursday before the date of the first market booked.

**No booking will be confirmed until payment is received.**

If fees for block bookings are not paid in advance, the stall-holder will no longer receive the discount and will revert to the single date booking price. As site location is subject to availability, stall-holders are not guaranteed the same site for each of consecutive paid dates. However every effort is made to allocate a similar site.

d. A physical Receipt will be created for each payment made. Receipts can be collected from the Market Office (*back corner of the Willis Room*) during market hours.

### 4. 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 are not permitted to 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

some point of difference when accepting Applicants offering similar products and at times we may have a small number of stalls offering similar products.

c. Copying another Stall Holder's products is not allowed and all designs must be original.

## 5. Sites.

a. Allocation of sites is at the sole discretion of the Market Co-ordinator. At times it may be necessary to re-organise the layout of the market to maximise its effectiveness. All Stall Holders will be notified in advance of any changes and sites may differ from market to market.

b. Stall Holders must provide their own marquees, trestles, tables and other equipment they need to operate efficiently. No equipment is available for hire from the organisers.

c. Please indicate the size of your shelter when completing the on-line Application Form to help with appropriate site allocation - sites vary in size.

d. Different site locations have different requirements. Please refer to the table below for further information, this will ensure you are able to better plan your Stall set up.

Site Numbers	Shelter	Tables	Access to Power	On Site Parking
1-6	No. You will be required to supply your own.	No. You will be required to supply your own.	Yes 1 x 10 amp outlet. If you require more, please discuss with the Market Co-ordinator .	Food Vans/Trucks can park on site. Vehicles accompanying a Trail/Caravan will need to detach and park in a designated parking area.
7-23	Yes	No. You will be required to supply your own.	No	No
24	No. You will be required to supply your own.	No. You will be required to supply your own.	Yes. 1x 10 amp and 1 x 15 amp outlet. To access the 15 amp point you will need to bring a very long extension cord to run behind other sites, the point is near site #19.	Food Vans/Trucks can park on site. Vehicles accompanying a Trail/Caravan will need to detach and park in a designated parking area.
25-38	No. You will be required to supply your own.	No. You will be required to supply your own.	No	Possibly. Please seek approval.
39-44	No. You will be required to supply your own.	No. You will be required to supply your own.	No	No

45-51	No. You will be required to supply your own.	No. You will be required to supply your own.	No	Possibly. Please seek approval.
52-69	No. You will be required to supply your own.	No. You will be required to supply your own.	No	No
70-87	No. You will be required to supply your own.	No. You will be required to supply your own.	No	Possibly. Please seek approval.
88-96	Yes	Yes	No	No
97-117	Yes	No. You will be required to supply your own.	No	No

## 6. Parking (see traffic management plan for further information)

- a. Only Stall-holders with prior approval may park their vehicles on their sites, and only across the back of the site.
- b. To ensure emergency service vehicle access to buildings - no double parking or exceeding allocated stall space.
- c. You may drive into the market space during set up time and pack up time to quickly unload / load your vehicle. To ensure the safety of our visitors, vehicles may not move within the market space between 8.45am and 2.15pm (or 12.45pm and 5.15 pm during Twilight hours).
- d. Please be mindful of other Stall Holders when unloading vehicles - please do not stop in another Stall-holders site and avoid stopping on/near pedestrian walk ways.
- e. After goods are unloaded, move your vehicle to a designated parking space at the rear of the City of Whitehorse council chambers complex. **Do not park on vacant sites.**
- f. Any stall-holder or helper who does not comply with our parking regulations will be removed from the Market and any fees paid in advance will be forfeited.

## 7. 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 will charge us to do it. This will mean an increase in site fees.

## 8. 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. **ensure** that umbrellas and shelters won't blow away. They must be weighted down according to the manufacture'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 stall-holder will be held responsible and required 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.

## 9. Food Safety

- a. Any Stall Holder who wishes to sell food at the Nunawading Market must register on-line with "Streatrader"; and lodge a Statement of Trade with the City of Whitehorse.  
*(Streatrader is a state-wide, single registration & notification process developed by the Department of Health and the Municipal Association of Victoria,)*
- 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 whilst trading.

## 10. Sub-letting

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

## 10. 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.

Jodin Pettit  
Market Co-ordinator  
(Tel: 0412 324 249)

4/2/2022