

## Love Local Makers Market @ The Hub

*Information for prospective stallholders*



### About the market

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**Love Local Makers Market @ The Hub** is an artisan crafts market held on the forecourt of Blue Mountains Theatre & Community Hub in Springwood.

This curated market brings together a range of contemporary local artists and producers, with all goods crafted by hand in the Blue Mountains. Market visitors can browse a variety of unique, handmade wares, relax with a coffee and sweet treat, enjoy free entertainment and watch live demonstrations.

### Market dates in 2023

**Saturday 6 May**

**Saturday 19 August**

**Saturday 18 November**

Market trading hours are 8.30am - 1pm

Love Local Makers Market @ The Hub is managed by Blue Mountains Theatre & Community Hub, a business unit of Blue Mountains City Council

### Stallholder application process

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Prospective stallholders are encouraged to read through this entire document before commencing the application process.

### Prospective Stallholder Checklist

- Do you have current Public Liability Insurance of at least AUD\$10m?
- Do you have good quality photographs of the products you intend to sell at your stall?
- Are you the maker of the goods you intend to sell at your stall?
- Are you a resident of the Blue Mountains Local Government Area?
- Do you agree to operate your stall without single-use plastic?

Please note there are no sites available for food vendors where food is prepared on site and intended for immediate consumption.

1. Register your interest in becoming a stallholder via the online form on the website.
2. Your application will be acknowledged as received.
3. The Market Coordinators will assess the applications to ensure all criteria are met, and, as this is a curated market, to ensure a variety of appropriate, high-quality products are offered.
4. You will be notified by email of the outcome of your application.
5. Successful applicants will receive further email communication, including a Stallholder Agreement to be signed and a payment link to secure your stall, within stated deadlines.
6. Stall sites will be allocated by the Market Coordinators and communicated to stallholders with all necessary logistical details at least 7 days prior to the market date.
7. Market promotion will be undertaken by Blue Mountains Theatre & Community Hub.

### **Stall fees (per market)**

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#### Stall type 1. Forecourt Stall (moved inside if wet weather)

A 3m x 3m stall site is \$80 + GST

##### Inclusions

- A 3m x 3m outdoor (Forecourt) stall site, location to be allocated by Market Coordinators.
- Power is available at no additional cost for a limited number of sites. Please indicate on the stallholder application if you require power. All electrical equipment supplied by you must be tested and tagged prior to the market day.
- Moved inside if wet weather.

#### Stall type 1a. Forecourt Stall (outside regardless of weather)

A 3m x 3m stall site is \$80 + GST

##### Inclusions

- A 3m x 3m outdoor (Forecourt) stall site, location to be allocated by Market Coordinators.
- Power is available at no additional cost for a limited number of sites. Please indicate on the stallholder application if you require power. All electrical equipment supplied by you must be tested and tagged prior to the market day.

#### Stall type 2. Inside location

A 2m x 2m stall site is \$70 + GST

##### Inclusions

- A 2m x 2m indoor stall site, location inside and are allocated by Market Coordinators
- A 2 X 1m table, and 1 chair is provided

- WiFi access is provided
- Power is available at no additional cost. Please indicate on the stallholder application if you require power. All electrical equipment supplied by you must be tested and tagged prior to the market day.

### **Stall furniture and equipment**

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For stall Types 1 and 1a. stallholders are required to bring their own tables, chairs, marquee and any other equipment. Stall types 2 are inclusive of a table and chair.

All temporary structures including marquees must be weighted with appropriate weights (NB: no pegs permitted). All equipment must be in clean, safe and good working order. If the Market Coordinators deem any equipment to be unsafe or in poor condition, you will be asked to remove it and/or close your stall.

### **Allocation of sites**

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Stall sites are allocated by the Market Coordinators based on availability and product distribution.

### **Wet weather plans**

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If heavy rain or winds are expected, the market will be relocated indoors at Blue Mountains Theatre & Community Hub and market trading will conclude 30 mins earlier, at 12.30pm. In this instance, stallholders will be notified as soon as possible. As the market will still proceed, there will be no refund of stall fees.

### **Stall set up and pack down**

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Stallholders must be set up by 8am, ready for trading to commence at 8.30am. Load-in times and details will be supplied closer to the event date.

Stalls are to remain set up and trading until 1pm unless permission to end trade early is obtained by the Market Coordinators. Pack down is to occur between 1pm and 2pm.

### **No onsite ATM or WIFI access\***

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Please note there is no onsite ATM access for market patrons. An ATM is located at the hotel next door, and bank ATMs are located a short stroll away on Macquarie Road.

WIFI access is not available on the forecourt for stallholders. If you require internet access for your point of sale, we recommend you be prepared to use your mobile phone for hotspot internet.

\*WIFI access available if market moved indoors due to poor weather and for Type 2. stalls in meeting room 1.

## **Parking**

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Free onsite parking is available at the rear of the facility (access via David Road).

## **Covid-19 conditions**

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Stallholders are required to abide by NSW Government Public Health Orders at all times.