

BARKLY SQUARE GLOBAL MARKET APPLICATION

SELECTION CRITERIA

We aim to provide markets that are all-inclusive and accessible to all cohorts of the community. In order to fulfil the mission of the markets and meet customer expectations, priority will be given to stall holders who are local community businesses and organisations, with bespoke & handmade items, however we also permit non-local stall holders to bring more interest and customers to our market, and provide greater income opportunity for locals.

Approval of all applications is at the sole discretion of the Market Committee and all approvals will be based on the information given by the applicant on their application. The selection is based on product suitability, quality of the products, the demand of the product and the available space at our market venue.

All vendors **MUST** hold Public Liability Insurance for \$20million AUD or more.

All food/drink vendors **MUST** hold a Streatrader (formerly known as Foodtrader) Registration - this includes selling cold food items such as confectionary, relishes, honey, tea, etc.

***PLEASE NOTE: applications submitted without appropriate certifications will not be considered.**

All stallholders **MUST** agree to abide by the [Barkly Square Global Market Rules and Regulations](#) and sign the [Barkly Square Child Safe Code of Conduct - Market Stallholders](#).

STALL INFORMATION

- Stalls will generally be a 3m x 3m U-shape. You are welcome to purchase single stalls, or if you need more space you can purchase additional stall spaces.
- Depending on your stall location, you may have a U-shape 3m x3 m space, or an elongated 6m x 1m space. Please advise in your application if you have special requirements for your stall and the committee will endeavour to accommodate such requests where possible. Once your application is received, you will be advised of your stall location in the weeks leading up to the market.
- Your stall may be located inside or outside, this will be confirmed prior to the event.
- Stalls will be allocated on a first come, first serve basis from receiving applications, as long as applications meet all requirements as stipulated above.
- The organising committee will allocate stall locations, based on:
 - safe accessibility for vendors, tenants, volunteers and visitors
 - the distribution of product types to ensure equitable opportunity for all stall holders. For example, we will try not to place 2 jewellery stalls right next to each other (unless requested).
- Stallholders are responsible for providing **all** equipment, including marquees, tables, chairs, displays and trolleys to transport goods. Consider your stall size and ability to load into the space before arriving for the day. We encourage new stallholders to visit the space prior to the event to familiarise yourself.
- Volunteers may provide assistance for stallholders at setup time – this can include providing directions and/or assisting with unloading in the loading zone and monitoring goods while stallholders park their vehicles. Barkly Square does not provide equipment to transfer items to your stall space, so please be prepared and bring your own trolley or similar equipment. Volunteer numbers will vary from event to event. Stallholders are responsible for their own packdown at the end of the event – volunteers are not available for packdown.
- Please advise if you have equipment that can not fit through a standard doorway, as this will impact where you stall can be located.
- The Winter market will include stalls being located on Level 1 of the building - please advise of any accessibility requirements, or equipment that cannot be transported in an elevator/stairs.

COST

- Tenants at Barkly Square are welcome to use their leased spaces at no extra cost
- Non-tenants - \$40 per space (no power) / \$50 per space (with power)
- Power is reserved for food trucks/vendors. Other stallholders may request powered sites, however availability of these is not guaranteed.
- Stall costs may vary market to market
- **Invoices will be sent prior to the event. Full payment is required no later than 7 days ahead of the event.** Stallholders who have not made payment by this time will have their booking cancelled and may not be permitted to attend future events.
- In situations that may prevent a stallholder from attending the market, please email brooke@bgt.org.au ASAP. A credit of the payment will be given to stallholders who provide a minimum of 4 days' notice. If less than 4 days' notice, NO credit or refund will be issued.

FOR MORE INFORMATION:

Brooke Fiddaman - *Management Assistant* brooke@bgt.org.au

Emma Hart - *Operations Manager* emma@bgt.org.au

BARKLY SQUARE GLOBAL MARKET APPLICATION

* INDICATES REQUIRED FIELD

NAME OF YOUR BUSINESS OR ORGANISATION *

ABN NUMBER

WHICH MARKET DO YOU WISH TO ATTEND? *

- Global Harmony Market – Friday 22nd March 2024
- Winter Wonderland Market – Friday 21st June 2024
- Spooky Spring Market – Friday 20th September 2024
- Christmas/End of Year Market – Friday 13th December 2024
- All 2024 Markets

NAME *

EMAIL *

MOBILE NUMBER *

WHAT WILL YOU BE SELLING? *

WHO WILL BE ATTENDING YOUR STALL ON THE EVENT DAY?

PLEASE STATE THEIR NAME AND ROLE:

PUBLIC LIABILITY INSURANCE IS REQUIRED. PLEASE UPLOAD A COPY OF YOUR CERTIFICATE. *

ARE YOU SELLING FOOD? *

- NO
- YES

IF SELLING FOOD/FOOD ITEMS, YOU MUST PROVIDE A COPY OF YOUR FOODTRADER (formerly known as Streatrader) REGISTRATION WITH THIS APPLICATION.

STALL OPTIONS *

- 3m x 3m - no power = \$40
- 3m x 3m - 1 x 15 amp power = \$50
- 6m x 6m - no power = \$80
- 6m x 6m - 1 x 15 amp power = \$100

POWER REQUIREMENTS

- 10 amp X 1
- 10 amp X 2
- 15 amp X 1
- 15 amp X 2

FOOD TRUCKS/VANS ONLY - SPECIFY YOUR VEHICLE DIMENSIONS

DO YOU HAVE ANY ACCESSIBILITY REQUIREMENTS?

DO YOU APPROVE THE GLOBAL MARKETS TO USE YOUR SOCIAL MEDIA IMAGES FOR ADVERTISING? *

- YES
 NO

DO YOU APPROVE THE GLOBAL MARKETS TO TAKE PHOTOS OF YOUR STALL/YOUR STAFF TO USE IN ADVERTISING?*

- YES
 NO

YOUR BUSINESS WEBSITE

FACEBOOK LINK

INSTAGRAM LINK

PLEASE READ THE BARKLY SQUARE GLOBAL MARKET RULES & REGULATIONS.

*I HAVE READ THE BARKLY SQUARE GLOBAL MARKET RULES & REGULATIONS AND AGREE TO ABIDE THEM **

- YES
 NO

PLEASE READ THE BARKLY SQUARE CHILD SAFE CODE OF CONDUCT – MARKET STALLHOLDERS AND INCLUDE A SIGNED COPY WITH YOUR APPLICATION.

*I HAVE INCLUDED A SIGNED COPY OF THE BARKLY SQUARE CHILD SAFE CODE OF CONDUCT - MARKET STALLHOLDERS**

- YES
 NO
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