



**MARKETPLACE SUNDAYS
2022
STALL HOLDER INFO PACK**

CONTACT DETAILS

EVTA Event Coordinator

E: eaglemonttraders@gmail.com

W: www.eaglemontvillage.com.au

F: www.facebook.com/EaglemontVillage

I: @eaglemontvillage

About the Eaglemont Village Marketplace Sundays

Eaglemont Village Marketplace Sundays brings together 20+ small home-based businesses and artisans. Marketplace Sundays showcase a wide selection of one-of-a-kind pieces, along with a sprinkling of stalls filled with pre-loved treasures, within an enchanting village environment.

We are supported by Eaglemont Village Traders Association, artists, musicians, and local organisations to build an event to benefit the entire community. These include but are not limited to Banyule Council, 96.5 InnerFM, Heidelberg Historical Society and Neighbourhood Watch.

The events are run on a not-for-profit basis, with the much-needed help of volunteers. (If you would like to get involved behind the scenes and lend a helping hand, please contact Maryanne Coffey, details above).

We strive to make Marketplace Sundays vibrant, popular, and bustling events. With the blend of interesting market stalls and good old fashioned customer service for which charming Eaglemont Village is revered.

We encourage you to take photos, share them on social media and tell all your friends and family.

- **Facebook**.com/eaglemontvillage
- **Instagram** @eaglemontvillage

Please spruik your stall on your social media page and tag us, as we want all your family and friends come along and be enchanted by the Village's magical setting.

TIMING:

- Marketplace Sundays run from 10.00am to 2.00pm

BUMP IN:

- Bump in is from 8.00am with all stalls ready for trade by 10.00am sharp.
- You will be provided with the shop # you'll be trading at prior to the event, so proceed directly to the site.
- Cars need to be removed from the village by 9.45am. There is plenty of parking in nearby streets, or at the train station carpark.

SITE ALLOCATION:

- You will be advised of your allocated space prior to the event. All requests will be considered but final allocations are made by the Event Coordinator.
- We ask for your cooperation and flexibility if last minute changes need to be made on the day.
- Sites will be allocated by the coordinator based on availability, appearance, and product distribution.

PACK DOWN:

- The market concludes at 2.00pm. Stall holders are requested not to break down or pack up earlier unless otherwise indicated by the Event Coordinator.
- Stall holders are requested to breakdown their stall site before collecting their car.
- As with bump in, we appreciate your timely pack up, please be flexible when removing your stall.

PARKING:

- All market stall holders must park at the Eaglemont Train Station car park or one of the streets surrounding Silverdale Road shopping precinct.

STALL SITES

- Stall sites are 3m x 3m. If you require a larger area, please contact us.
- Please remain within the allocated 3m x 3m space.
- Stall holders are encouraged to keep sides open with their neighbours, but we understand if this is not conducive to stall set up design.
- Pathways and thoroughfares are to be kept clear of trip hazards whilst the event is in place.

2022 MARKET COSTS:

BYO Marquee – Maximum size 3m x 3m

- **\$ 40** - Single Market
- **\$180** - Any 6 Markets
- **\$225** - Full Series of 9 Markets

Hire Marquee – Subject to Availability

- **\$ 50** - Single Market
- **\$240** - Any 6 Markets
- **\$315** - Full Series of 9 Markets

2022 MARKETPACE SUNDAY DATES:

- **Sunday 3rd April**
- **Sunday 1st May** (Pre-Mother's Day Shopping)
- **Sunday 29th May** (Biggest Morning Tea)
- **Sunday 26th June**
- **Sunday 31st July**
- **Sunday 28th August** (Pre-Father's Day Shopping)
- **Sunday 2nd October**
- **Sunday 27th November**
- **Sunday 11th December** (Christmas Market)

PAYMENT:

Fees must be paid **7 days prior** to the event to secure a spot.

BSB: 633-000

ACC #: 123 559 270

NAME: Eaglemont Village Traders Association

For tracking purposes, your payment reference will be the **first 4 letters** of your business/surname & **first 3 letters** of the month (single booking) or 2022 for annual.

E.g., Redsari Reference # for:

- A Single Market in June = REDSJUN
- Any 6 Markets in 2022: REDSSIX
- All 9 markets = REDS2022

Please email a copy of your payment receipt.

PLEASE NOTE: MARKET SPOT/MARQUEE WILL NOT BE RESERVED UNTIL APPLICATION HAS BEEN APPROVED & PAYMENT RECEIVED

TERMS & CONDITIONS:

- Stallholders are required to attend every market they book. No refunds or credits are issued for failing to attend for any reason.
- Applications must be made on the application form attached to this document. No other form of application will be considered.
- If you are applying to trade food or skin care products, please ensure you have all the necessary council permits and insurances before you apply.

FOOD STALL HOLDERS:

All food and beverage stall holders are required to submit a **Statement of Trade** with their application. Please visit www.streatrader.health.vic.gov.au to register with Streatrader and obtain your SOT.

PAYMENT OPTIONS:

Please be aware that the supermarket is currently not operating and there is no ATM available in Eaglemont Village. Also, since COVID-19, a lot of people are reluctant to carry or use cash.

With this information in mind, it may be worthwhile exploring various EFTPOS options available, so that you don't miss any valuable sales on the day. A lot of spontaneous sales are made when people can simply Tap & Go.

POWER:

There will be no power supplied at the market.

KEEP IT CLEAN:

Eaglemont Village Traders Association supports sustainable event practices.

- Please minimise the amount of packaging you use and produce at your site.
- We encourage that all packaging be recyclable.
- Stall holders must take all rubbish with them upon leaving the market and leave their designated area clean of all debris.

WORKING WITH CHILDREN:

Eaglemont Village Traders Association is committed to creating & maintaining a child-safe environment.

- All stall holders or entertainers whose main activities are aimed at or involve children must hold a valid **Working with Children Check**.
- This must be submitted with the stall holder application.
- Documentation must be available at **every** market.

EMERGENCY EVACUATION:

In the event of an emergency, please leave all belongings and move towards your closest and safest evacuation point.

- **Evacuation Point #1:** Eaglemont Train car park on Alandale Road
- **Evacuation Point #2:** Eaglemont Village Motors, Silverdale Road

In the event of an emergency, you are required to follow the directions of the Safety Officer.

APPLICATION FORM:

Eaglemont Village Traders Association has a privacy policy in relation to the collection and use of your personal information.

We collect information on the application for the purpose of assessing your application for a stall to exhibit only. If accepted this will assist us to administer your place at market events.

Part of this information, that is, business name, goods/services details and stall location may also be disclosed to members of the public for the purpose of promoting the market and its activities.

Apart from these limited circumstances, the information collected on this form will not be disclosed to any individual or organisation without your consent or unless the disclosure is required by law.

If you would like to amend information collected on the application form, you may contact Maryanne Coffey at eaglemonttraders@gmail.com

FORM SUBMISSION:

All applications must be submitted by email to **eaglemonttraders@gmail.com**

Upon submitting your application, you confirm that:

- You have read the above and acknowledge the collection and use of your personal information as outlined above in this form
- You have read and understand this document and agree to its terms
- To the best of your knowledge the information you provide is true and correct in every particular at the time of making an application
- You understand that if you fail to attend, you will NOT be refunded stallholder fees, regardless of the reason for failure to attend.