

## **Bundanon Artists and Makers Market**

### **Stallholder Terms and Conditions**

*Bundanon Artists and Makers Market* will be hosted in and around the award-winning Boyd Education Centre that is adjacent to Bundanon's Art Museum and Ramox Café.

### **Australian Handmade/ Designed**

*Bundanon Artists and Makers Market* is calling for artists and makers of high quality, unique and handmade products to sell at a market event at Bundanon. To participate as a vendor in this event you will need to demonstrate that you will be selling hand-made or your own designed products. If your EOI/application is accepted, the content and quality of the items must remain consistent with your original proposal.

We suggest you look at the Australian Made Campaign via this link:

<https://australianmade.com.au/>

### **Product Safety**

The Vendor is required to always ensure public and personal health and safety. This includes ensuring the safety of your products, and the safety of your market stall display and set up. You are responsible for obtaining applicable licenses/permits for your products where appropriate and must demonstrate your capacity to meet the requirements in your application. Examples of this might include children's toy safety or tested, certified ingredients for skin care items. If you are unsure your product meets Australian Product Standards, please contact Product Safety Australia via this link:

<https://www.productsafety.gov.au/>

### **Sales**

The Vendor is responsible for the administration of their own sales including applicable sales taxes, banking fees and other costs including insurance Certificate of Currency. There is no ATM on site; the use of mobile Point of Sale readers is recommended.

## **Price Point**

The Vendor will provide Bundanon with an outline of price points in the application process. You are not permitted to use your stand for clearance sales, including changing the displayed price point on the day of the event.

## **Fees and Charges**

Artists and makers who are selected will be required to pay a stall holder fee based on the setup requested in the application form. Fees are outlined below:

Stallholder fee 1 = 1 x table: \$120

Stallholder fee 2 = 1 x table and 1 x wall: \$160

Stallholder fee 3 = 1 x marquee 3mx3m: \$210

Limited accommodation packages are available on site for stallholders. Accommodation is to be requested in the application form and is subject to availability. Costs are outlined below:

- Room in the Boyd Education Centre, dinner and breakfast included (shared bathroom facilities): \$260 per night
- Room in the Bridge, dinner and breakfast included (ensuite facilities): \$310 per night

There are no costs involved to apply.

## **Market Promotion and Artwork Images**

Bundanon will be promoting the Bundanon Artist and Maker's Markets through our main platforms including our website. A diversity of imagery and written content will be selected, and you may be invited to provide Bundanon with further images and written content about your creative practice. By participating in the Bundanon Artists and Makers Market you agree to Bundanon using your provided images for promotional purposes relating to the market.

## **Insurance**

Vendors are required to hold a current Public Liability Certificate to participate in the Bundanon Artists and Makers Market, with coverage of up to 20 million dollars. Vendors are required to hold relevant coverage e.g. if selling Children's products and skincare products, etc.

### **Available Market Stalls**

There are three options of stall sizes and styles to choose from. Applicants will nominate which stall would best suit, but your nomination will not guarantee a particular stall. Allocations will be subject to the discretion of the event organisers.

### **Arrival Times and Set up**

There is a limited capacity at the drop off point at Bundanon, and to ensure a smooth flow of traffic Bundanon will implement arrival phases including an overnight accommodation option for Vendors. Arrival times will be designated according to the time needed for drop-off and stall set up. Bundanon will pre-allocate the stalls to each Vendor. Please note, early arrival will not affect your stall location. Vendors are asked to be mindful of the limited capacity of the drop off point and to only select the early option to drop off and set up if you need a long set up time, which will also be subject to availability.

Change Rooms are not provided by Bundanon. If a change room is required, please indicate this in your application.

### **Pack up and Exit**

Vendors must not pack up their stall until the closing time of 4pm.

Vendors must remain mindful of the limited capacity at the drop off point as it will impact loading your cars. Because there will be public on-site including visitors who access the drop off point for accessibility purposes, Vendors will be able to load their car after 4:15pm.

### **Domestic Animals**

Bundanon is a wildlife refuge, and domestic animals are not permitted anywhere on the Bundanon property, including car parks. Registered assistance animals are allowed.

### **Liability for stock**

The Vendor will waive all claims against Bundanon regarding loss or damage of stock. Vendors are responsible for insurance for any loss or damage to your stock or stall display equipment.

### **Cancellation of Art Market stall and participation**

If you are selected for a market stall at Bundanon Art and Makers Market, you will be required to be onsite for the full duration of the event. The market stall fee is to be paid in full to secure your position. Please note stall holder fees are non-refundable.

In the instance you are unable to attend you may elect someone to take charge of your market stall. This must be communicated to the event organisers.

### **Contacting Bundanon Artist and Makers Market organisers**

Please direct all questions to [programs@bundanon.com.au](mailto:programs@bundanon.com.au)