

MARKET INFORMATION

Stalls

Criteria for stalls

Items for sale must be vintage, handmade or locally produced designer items or handmade treats. To ensure we maintain a diverse range of stalls the North Melbourne Market restricts the number of stalls of the same type. Those who apply after the quota of their stall type has been filled will be placed on a waiting list.

Stall dimensions

Stalls spaces will be approx 2m deep and 1.8m wide. If you require more space than this, please book two or more stalls.

Half Stalls

A limited number of half stalls will also be available. Half stall spaces will be approx 90cm wide, suitable for a card table. Stallholders must provide their own table for these spaces. Half stalls are marked on the floor plan, indicated with an "a" next to the stall number (2a, 5a, 7a etc).

Corridor Stalls

Corridor stalls are situated in the corridor between the lobby and the ballroom. These stalls measure approximately 3m long by 1m wide. Stallholders for these stalls must provide their own table/s if required. Tables must be no wider than 1m and must fit within the stall space. Stallholders must place their set up within the 1m width allocated and therefore must stand/sit beside their set up instead of behind. Corridor stalls are marked on the floor plan with a "C", for example, C1, C2 etc. Corridor stalls will not be available from January 2012 onwards.

Stall Prices

Full stalls & corridor stalls: \$50 to be paid within 5 days of receiving confirmation of stall number. Half stall: \$25 to be paid within 5 days of receiving confirmation of stall number.

Payment Methods

Stall fees may be paid via credit card over the phone, at Thread Den Fitzroy, or by direct deposit. Payment details will be emailed with your booking confirmation.

Tables and Chairs

Table hire downstairs

Tables can be provided for a \$10 hire fee. Table sizes differ and range from 1m x 1.2m to 1m x 2m in size. These tables are allocated according to the location of the stall space and stallholders may not request a specific size.

Table hire upstairs

Tables can be provided for a \$5 hire fee. Table sizes differ and range from 1.2m x 1.75m to 1m x 2m in size. These tables are allocated according to the location of the stall space and stallholders may not request a specific size. Staff will be available to help stall holders who require assistance carrying stock upstairs.

Table hire for half stalls

Stallholders who hire a half space will be required to provide their own table or other set up, no larger than card table size.

Chairs

Chairs can be provided free of charge if you would like one or more at your stall. Be sure to indicate table hire and the quantity of complimentary chairs required on your application form.

Applications

Stall Applications

Stalls will be allocated to each stallholder in a sequential order (from stall #1 to stall #65) based upon the date of receipt of application. Stallholders may request a particular stall number and will be allocated that number if it is not already taken (subject to booking and stall allocation process). Market bookings will be opened in advance of each market and a mail out will be sent to notify all on the market mailing list.

Confirmation of booking

Please allow at least ten working days from your application date before receiving confirmation of stall booking. If you do not receive confirmation of your application within ten days, please notify us and resend your application.

Cancellations

Cancellation policy

Cancellations made more than one calendar month before the date of the market will incur a \$10 administration fee. Cancellations made within one calendar month of the market date will incur a fee equal to 50% of the stall fee paid. Stallholders who cancel within ten days of the market date will forfeit 100% of the stall fee paid. No refunds will be provided for cancellation of table hire regardless of when the cancellation is made.

Special Requirements

As per the floor plan, stalls 45 to 65 are located upstairs. We will do our best to cater for special requirements given there is no elevator at the Lithuanian Club. Once all the downstairs stalls are taken, there will be no option to request these, so please be quick when making your booking and payment.

Other

Floor plan

Please see the floor plan for the layout of the venue. Stalls will be located in the main entrance lobby, corridor, ballroom and the upstairs areas. Signage will be erected to direct customers between the spaces.

ATMs

There are 6 ATMs across the road from the Lithuanian Club.

Load in time

The Lithuanian Club will be open from 9am for market stall setup. Please arrive no later than 9.30am to ensure you are set up before doors open officially at 10am. As per the floor plan, there are two entrances to load in through. Please load in at the entrance closest to your stall. The upstairs stalls are closest to the Errol St entrance.

The Essentials

Clothing rack if you need one
Table if not hiring but need one
Change/cashbox (change will not be provided)
Receipt book

You may want to think about

Carry Bags/wrapping paper
Table cloth/cover
Business cards/promo materials
Mailing list for potential sign ups

Market Etiquette

Encroachment

Please consider other stall holders and ensure your clothing racks and products remain within the allocated space.

Promotion

We encourage you to use your own networks to promote your stall at the market. Thread Den will also be promoting the North Melbourne Market extensively through the website, blog, Facebook, posters, flyers, e-mailout, instore promo, and online directories. We will forward a pdf flyer to all stallholders for email distribution.