



Denmark Arts Markets

Stallholder Information Package



Department of
**Culture and
the Arts**



Introduction

The Denmark Markets have been established in 1981 as an initiative of the Denmark Arts Council. Its aim is to provide an outlet for local and regional craft, art and performing arts in a village atmosphere. The stalls are an important part of the day, with handcrafted, innovative designs encouraged. In addition to the arts and craft stalls the Market also provides free live entertainment, showcasing local emerging talent as well as touring bands and musicians.

Purpose of the Denmark Arts Market

- To provide a sustainable market that focuses on local and regional art and craft.
- To provide an appropriate outlet for local art and craft to be sold directly to the public.
- To create a village atmosphere that attracts visitors and local residents and encourages social interaction.
- To contribute to the local economy through increasing visitors to Denmark.
- To provide a venue for community groups to encourage positive involvement with the Denmark Community.
- To provide opportunities for local business to showcase their product/service to the Denmark Community.

Denmark Arts Market Location, Dates and Trading Hours

The Denmark Markets take place 4 times a year at Berridge Park, Denmark. The markets will be held on the 2nd Saturday in December, on the 1st or 2nd Saturday in January, as deemed appropriate and on the Sunday of the Australia Day long weekend. The Easter market will be held on the Saturday of the Easter weekend. Trading Hours are 10am to 3pm. Stall holders are required to stay open for trading during trading hours.

Stallholders

All interested stallholders need to submit an application form to be considered for a stall at the Denmark Arts Markets. Market application forms can be downloaded from our website www.denmarkarts.com.au

The regulations governing participation in the Denmark Arts Markets are included in the Denmark Arts **Stall Allocation Guidelines** and **Stallholder Agreement & Market Regulations**.

Contacts:

Coordinator

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Administrator

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Stall Allocation Guidelines

The Denmark Arts Market is primarily a market supporting local and regional handmade craft, art and performing arts in a village atmosphere. It aims to provide a vibrant range of products to showcase primarily, but not limited to local and regional artisans with an emphasis on originality, creativity and individuality. Hand crafted/made products, homegrown/local produce are encouraged to apply. Regional/local craftspeople and emerging artists are our target stallholders to provide an outlet for regional hand made/grown produce.

Free entertainment will be provided during the day.

It is the role of the Denmark Markets coordinator to maintain the balances required to achieve these outcomes. The criteria listed below will guide the allocation of stalls.

Stall Selection Criteria and Product Preferences

- Art and Craft quality products designed and/or produced by the artist
- Produce and preserves locally and regionally grown
- Food stalls with priority given to local providers, and with an emphasis on healthy food choices
- A limited number of stalls will be available for the following types of stalls with decision and approval given by Denmark Markets subcommittee as deemed appropriate
 - Suitable retro clothing-max 3 stall sites
 - Hand made products that directly support people from developing countries, run by not for profit organizations-max 3 stall sites
 - Community information/education stalls-max 5 stall sites
 - Chamber of Commerce stall to showcase local businesses providing education and promoting sustainability and healthy living-max 2 stall sites
 - Children's handmade craft stalls-December market only, limited number depending on availability
 - Suitable Natural Therapy and Wellbeing Practitioners – max 5 stalls

Stall Product Exclusion

The following goods are excluded

- Retail Chains or franchises
- mass produced and imported goods
- Alcoholic beverages

Denmark Arts Market Food Vendors

- Priority is given to local community groups as a fundraising opportunity for their organisation.
- Further priority is given to local and regional food vendors subject to maintaining a well balanced variety of foods.
- Food stall sites are limited to the number deemed appropriate by the Market coordinator
- All food vendors are encouraged to provide food that supports healthy eating habits
- Food vendors must give a detailed description of their stall and all foods to be sold to the market coordinator
- Food stalls are subject to obtaining a **Temporary Food Stall License** from the Shire of Denmark
- Food vendors must obtain approval from Denmark Arts Council before submitting an application to the Shire of Denmark

Fees and stall size for Denmark Arts Market stalls

- The cost for a standard 3x3m stall is \$66 for December and January Markets. The fee for the Easter Market is \$132 for a one off booking; \$110 for bookings of 2-3-markets per season and \$88 stallholders that book all four Markets. Upon confirmation and allocation of stall numbers the stallholder will be issued with a tax invoice. Payments due within 14 days of issue. Stall bookings are only confirmed upon receipt of payment. Unpaid stalls will be reallocated within two weeks of the market date.
- All vendors are required to obtain membership of Denmark Arts Council at a cost of \$15 per year to apply for a market stall.
- Access to power is available to a limited number of food stall sites. Booking for power supply must be submitted with stall application. The cost for power supply is \$15 for usage below 15000KW, and \$30 for usage above 15000KW. Please indicate your usage on the application form
- Denmark Arts provides a limited number of trestle tables for hire. Booking for trestle tables must be submitted with stall application. The cost for trestle table hire is \$15 per table
- Local community groups that provide information only may be eligible for a discounted stall fee of \$20, as determined by the Denmark Arts Market Subcommittee.
- The cost for Children's craft stall (December Market only) is \$20, numbers are limited subject to availability of stall sites

Collection of Fees

Payments are due within 14 days of tax invoice issue. Stall bookings are only confirmed upon receipt of payment. Unpaid stalls will be reallocated within two weeks of the market date.

Payment can be made

- In person either by cash or cheque to the Denmark Arts Council Office Tuesdays and Thursdays 9am – 5pm
- By mail either by cheque or money order.
- By Electronic Transfer to Denmark Arts Council Bank Account: 306-009 415 9293. Clearly state your name and Date of Market

Stallholder Agreement & Market Regulations

Allocation and occupancy of a stall is conditional upon compliance with the Stallholder Agreement & Market Regulations

1. General Rules and Conditions

1.1. Market stalls can only be operated by the person or organisation who booked the stall exceptions may be made where a group share a stall and produce has been approved prior to market day

1.2. Trading hours are 10am – 3pm on Market days.

1.3. Stalls are allocated as per Stall Allocation Guideline

1.4. The Denmark Arts Market is an open air market that trades in wet weather. Stallholders must be prepared to trade in all weather conditions.

1.5. Stallholders who close a stall without permission from Market Coordinator might not be considered for allocation of future market stalls

1.6. Denmark Arts Council reserves the right to cancel a market if weather conditions are deemed dangerous to stallholders or the public. Cancellation will be determined by 8.30am on the day and stallholders will be informed

1.7. Stallholders are responsible for the cleanliness of their stall and removal of all rubbish from their site at the end of the day.

1.8. All food vendors are required to be licensed as Temporary Food Stall Vendors through the shire of Denmark.

2. Products

2.1. All products sold at the market need to be in accordance with the *Stall Selection Criteria and Product Preferences*.

2.2. All products sold at the Markets require approval from the Denmark Arts Market Coordinator prior to being offered for sale at the market.

2.3. All products must comply with relevant safety and compliance standards.

2.4. The Market Coordinator requires notification of any changes to original approved product prior to the commencement of market

3. Stall Set up and Presentation

3.1. A limited number of trestle tables are available for hire from Denmark Arts Council. Trestle tables need to be booked in advance and submitted with the application form. A fee as outlined in the Stall allocation guidelines applies.

3.2. Stallholders are responsible for supplying their own marquee or umbrella and any other physical requirements needed to conduct their business, including 'float' for change for customers .

3.3. All stall equipment must be firmly secured for personal and public safety.

3.4. All stalls are to be completely set up by 9.45am

3.5. Stall displays should present a creative image for the market and the product concerned.

4. Vehicle Access on Market days

4.1. Stallholders may gain entrance to the market site at Berridge Park from 7am on market day.

4.2. No vehicles will be allowed into the grass area. Exceptions might be granted by prior arrangement to food vendors that trade from their vehicle, and for setting up PA and stage.

4.3. All vehicles entering the closed off section of Hollings Road in relation to market activities must vacate the closed section by 9.45am.

4.4. Access to the closed off section of Hollings Road will be permitted only for vehicles driving to and from the car park of the Denmark Hotel.

4.5. No other vehicles will be allowed to enter the closed off section after 9.30am

4.6. Vehicles will be allowed back into the closed off section from 3pm to facilitate packing up and removal of stall equipment

4.7. No vehicles will be allowed into the market area,

5. Denmark Arts Market Code of Conduct

5.1. All stallholders must trade for all the scheduled hours of the market. Stallholders can not pack up and leave early before the market closes.

5.2. Stallholders may not insult or intimidate other stallholders, customers, Denmark Arts or shire of Denmark staff. Such action may result in cancellation of stall allocation.

5.3. Customers will be treated with courtesy and be offered fair-trade practice consistent with Consumer Law.

5.4. Stallholders must comply with all instructions by Market Coordinator and other Shire of Denmark staff who may have jurisdiction in relation to market activity.