

Show & Tell

**DESIGN
MARKET**

Sat 26 Nov 2016

**BELCONNEN ARTS
CENTRE, CANBERRA**

The market

Show & Tell is an exciting new Canberra design market, which was launched at Belconnen Arts Centre on Saturday 23rd July 2016. Our second market will be a Christmas night market, on Saturday 26 November.

The market provides an opportunity for local designers and creatives to showcase their artwork and products at an event that centres around the theme of contemporary design.

The core target audience for the market is men and women aged between 25 and 35, who value locally designed and made products with a contemporary aesthetic.

Show & Tell is organised by Poyo Studio, the illustration and design studio of local designer Juliette Dudley.

The venue

The market will be held indoors and outdoors, in the Foyer space and the outside gravel area at Belconnen Arts Centre. The indoor space features high ceilings and natural light, with scenic views of Lake Ginnenderra. The outdoor space is sheltered by the side of the building, with the lake on the other side.

There will be a range of food and drink options for sale, at stalls from local vendors.

Parking is available at the two carparks down the road, or in the street, and the large Westfield Belconnen carpark is just a few minutes walk away. There will be parking available next to the building for stallholder bump-in and out on market day.

What we are looking for

Our main goal for the market is to promote designers in the ACT region, and to create a unique and enjoyable event for all who attend. We also welcome applications from interstate stallholders.

The types of products we are looking for are:

- Artwork prints, particularly illustration and graphic art (framed and unframed)
- Homewares (eg. tea towels, cushions, ceramics)
- Small plant products (terrariums, handmade pots)
- Jewellery & accessories
- Stationery and paper products
- Other products that match the aesthetic of the market.

As we assess applications, we will be preferencing stallholders who sell products that meet the following criteria:

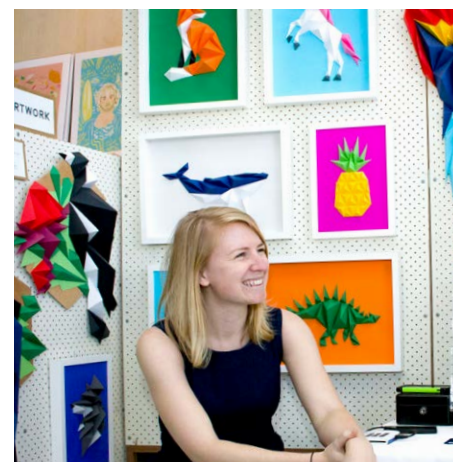
- created, designed or/and made in the ACT or surrounding region;
- created, designed, or/and made in Australia;
- produced using low environmental-impact processes and/or environmentally-friendly materials;
- appealing to our target demographic (contemporary design).

STALLHOLDER INFORMATION





STALLHOLDER INFORMATION



The stalls

We are expecting to have approximately 35 to 40 stallholders at the market with an even mix of different types of products.

We have a range of stall sizes available:

Indoor Regular stall 2 x 2 metre space	\$150
Indoor Large stall 2 x 3 metre space	\$200
Outdoor Regular stall 2 x 2 metre space	\$100
Bring your own market umbrella. Umbrella must not exceed 2m diameter.	
Outdoor Large stall 3 x 3 metre space	\$150
Bring your own canopy. Canopy must not exceed 3m diameter.	
Outdoor food/drink stall 3 x 3 metre space	\$200

Optional extras for indoor stalls (no extra charge):

Tables: A limited number of tables are available (allocated on a first to apply basis).

Chairs: Each stall may have use of up to two chairs.

Applications

If you are interested in being considered as a stallholder, please email your completed application form to: hello@poyostudio.co

Applications close COB Friday 16 September 2016.

Please note that applications received after this date may not be considered. If successful, we will notify you by Friday 23 September and payment in full will be required by Friday 7 October 2016.

Promotion

We will be distributing a press release to local media such as Her Canberra, The Canberra Times, Canberra Weekly magazine, City News, as well as local radio stations and television networks to promote the event.

In addition, we will be promoting through design blogs and organisations such as The Design Kids and Design Is Yay. We will also be promoting through Facebook and the Belconnen Arts Centre website.

Photography

We will be hiring a professional photographer to take photos of the event and stallholders.

Listing on the website

Once you are confirmed as a stallholder, you will receive a listing on the Show & Tell website with a link to your website or Facebook page.

Featured post on the Facebook page

We will be doing featured posts about our stallholders on the Show & Tell Facebook page and event page leading up to market day.

Social media banners

We will also provide you with banners for you to share on your social media channels.

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Sat 23 July 2016
BELCONNEN ARTS
CENTRE, CANBERRA



STALLHOLDER
APPLICATION

Market Date: Saturday 26 November 2016, 4pm – 9pm

First Name:	
Surname:	
Business Name:	
A.B.N:	
Contact phone number:	
Email Address:	
Postal address:	
Website or other online store	
Social media e.g. Facebook page, Twitter, Instagram	
Which of the following categories best describes the items at your stall?	<p>Artwork / art prints Ceramics / Glassware Jewellery Accessories</p> <p>Small plant products (terrariums, handmade pots) Stationery and paper products</p> <p>Furniture Textiles / soft furnishings</p> <p>Other (please describe: _____)</p>
What is the price range of your products? Tick as many boxes as applicable.	<p>Less than \$10 \$10 – \$20 \$20 – \$50 \$50 – \$100 Over \$100</p>
Please describe your business in 200 words or less (i.e. history, experience, products, how they are made, other markets etc).	
Where else are your products available for sale?	<p>Retail outlets Market stalls Online outlets Exhibitions</p> <p>Other (please specify): _____</p>

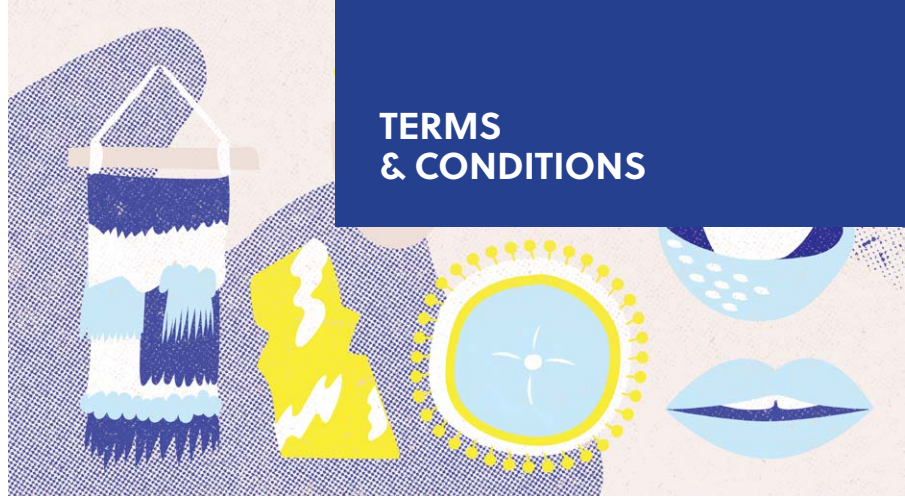
STALLHOLDER APPLICATION

Product photographs	Please attach up to 3 high-resolution photographs. (These will be used for promotional purposes in print & social media).										
What are your stall space requirements? NOTE: Prices exclude GST (we are not required to be registered for GST).	<table border="0"> <tr> <td>Indoor Regular stall 2 x 2 metre space</td> <td style="text-align: right;">\$150</td> </tr> <tr> <td>Indoor Large stall 2 x 3 metre space</td> <td style="text-align: right;">\$200</td> </tr> <tr> <td>Outdoor Regular stall 2 x 2 metre space (BYO market umbrella, max size 2m)</td> <td style="text-align: right;">\$100</td> </tr> <tr> <td>Outdoor Large stall 3 x 3 metre space (BYO canopy, max size 3m)</td> <td style="text-align: right;">\$150</td> </tr> <tr> <td>Outdoor food/drink stall 3 x 3 metre space (please advise how much power you require)</td> <td style="text-align: right;">\$200</td> </tr> </table>	Indoor Regular stall 2 x 2 metre space	\$150	Indoor Large stall 2 x 3 metre space	\$200	Outdoor Regular stall 2 x 2 metre space (BYO market umbrella, max size 2m)	\$100	Outdoor Large stall 3 x 3 metre space (BYO canopy, max size 3m)	\$150	Outdoor food/drink stall 3 x 3 metre space (please advise how much power you require)	\$200
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Do you require any tables or chairs? (Indoor stalls only)	<p>Indoor stalls only</p> <p>Tables A limited number of tables are available free of charge (allocated on a first-to-apply basis). Table size is approximately 1 x 2 metres. One table per stallholder (subject to approval of stall).</p> <p>I require a table I will supply my own table(s)</p> <p>Chairs I require: 1 chair 2 chairs I do not require any chairs.</p>										
<p>Lighting / Power</p> <p>Outdoor stalls: Unfortunately we are only able to supply outdoor power to our food and drink vendors. We will be setting up some outdoor lighting, however we also recommend bringing battery operated lights such as fairy lights or lanterns.</p> <p>Indoor stalls: If you require power for your stall we can provide a single power outlet. Please ensure you have a power board to use for your lighting and any other items you require. All electrical items must have been tagged & tested by a qualified electrician in the last 12 months.</p> <p>Do you require power? YES NO</p>											
<p>Public Liability Insurance</p> <p>All stallholders must have their own public liability insurance covering up to \$10 million.</p> <p>Please attach a copy of your insurance certificate of currency.</p>											
<p>Photography</p> <p>Do you give Show & Tell Market / Poyo Studio permission to photograph or film you and your products for promotional use in all types of media?</p> <p>Note: you will not be paid or rewarded for providing authorisation.</p> <p>YES NO</p>											
<p>Terms & Conditions</p> <p>Please find the terms and conditions attached in this PDF.</p> <p>I have read and agree with the Terms and Conditions</p>											

Show & Tell

DESIGN MARKET Sat 26 Nov 2016
BELCONNEN ARTS CENTRE, CANBERRA

TERMS & CONDITIONS



SHOW & TELL TERMS & CONDITIONS

As a Stallholder at Show & Tell you will need to read, understand and adhere to the Terms and Conditions outlined in this document.

1. Stallholders must adhere to the style guide provided by Show & Tell Market

- Tables must be covered by a tablecloth or similar, which must be clean and ironed.
- The legs of tables must be concealed.
- All boxes, suitcases, packaging etc must be hidden from view and not impose on neighboring stalls.
- Signage must be clearly visible and legible.
- Display items must be confined to the allocated stall space.

2. Product & stall presentation must be tidy and professional

- Products should be of high quality and presented to a professional standard.
- Stallholders must provide at least one (up to three) high resolution photographs of your product to Show & Tell for promotional use prior to the market.

3. Set-up and pack-up times

You will be notified of the bump-in and bump-out times by Show & Tell Market.

We ask that all items required for your stall are delivered or collected within these times. Large stalls may be required to set-up or pack-up at specific times, nominated by Show & Tell Market. Early pack up is not permitted.

4. Parking on Market Day

Once unloaded, vehicles must be moved from the Belconnen Arts Centre car park. Stallholders may park in the car park behind Conservation House (opposite) where there is free parking on weekends. This will allow customers to park at the Arts Centre.

Vehicles must be unloaded and moved before setting up your stall.

5. Stall set-up

All chairs and tables provided by Show & Tell Market are property of Belconnen Arts Centre. Stallholders must ensure that if using any of the Art Centre's furniture and equipment it will not be mishandled, and will be left free of dirt and damage.

Any other items for use as stall displays are to be provided by the Stallholder. These items are the Stallholder's responsibility, and the Stallholder must ensure that these items will not become a safety hazard. No large structures such as umbrellas, ladders or shelves are allowed indoors without permission from Show & Tell Market prior to the event.

6. Stallholder Changes Requiring Approval

Specific approval by Show & Tell Market is required before:

- Stall content is added to or changed from that notified on the submitted Stallholder Application
- Stall space is shared with another vendor
- A stall is transferred to another vendor

7. Sales & Payment

The sole responsibility of sale of items rests with the Stallholder. Stallholders are responsible for facilitating payment for items at their stalls.

Stallholders should make sure that they have an adequate cash float for their stall. There may not be an ATM at the market, so Stallholders are encouraged to provide customers with alternative methods of electronic payment such as Paypal.

Customers may access ATMs located in the nearby Westfield Belconnen Shopping Centre for cash transactions, should they so require.

8. Safety & Electricity

The Stallholder must not carry out any activity that may be dangerous to persons or property.

Stallholders who access electricity are required to follow safe working procedures when connecting and disconnecting from supply. Leads must be heavy duty and test tagged by a qualified tester every 12 months with a minimum current rating of 10 amps. Leads must not be left exposed or unsecured.

Stallholders using gas or electrical appliances must have a suitable fire extinguisher or fire blanket on site.

9. Rubbish Removal

Stallholders are responsible for leaving their site and surrounding area clean and tidy. There are stainless bins provided in the foyer for general use. Recyclable rubbish may be put into the recycle bin in the loading dock.

10. Prohibited Goods

Prohibited goods include the following: tobacco, alcohol, illegal products, cigarettes, lighters, matches, knives or blades.

11. Public Liability Insurance

All Stallholders must have a current Public Liability Insurance certificate to ensure the compulsory \$10 million Public Liability Insurance cover for conducting business outside normal premises is adhered to. You will be required to send a copy of your insurance certificate of currency to Show & Tell Market prior to the event.

12. Copyright & Intellectual Property

All products for sale by Stallholders must be designed by the Stallholder. Any Stallholders found to be selling products that infringe upon the Copyright and Trademarks Act may be refused a stall at the market.

13. Cancellations

Should there be any extenuating circumstances requiring the cancellation of the market, all Stallholders will be advised no less than 24 hours prior to the market date and all fees will be reimbursed. Any Stallholders requesting cancellation of their stall less than 1 week prior to the market date will forfeit the cost of the stall. Cancellations more than 1 week prior and up to 3 weeks prior will be subject to a \$20 administration fee and have the remainder of their fee reimbursed. Stallholders cancelling their booking more than 3 weeks prior to the market will be fully reimbursed their fee.

14. Emergency Procedures

In the event of an emergency situation involving evacuation of areas, Stallholders, their employees and associates will leave the Art Centre via either the lakeside exit doors or the main entry doors and walk via the main footpath to the most eastern end of the car park just beside the lake-side restaurants. Belconnen Arts Centre staff are Fire Wardens and will provide further instructions as necessary and appropriate in case of emergency.