

# Stallholder Information

## The Sunday Muster artisan markets

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### About Us

The Sunday Muster, commenced May 2016, is a roundup of creative people; artists, crafts persons, and designers, in a boutique artisan market held the 3rd Sunday of each month at the grounds of Mortels Sheepskin Factory Thornton.

Mortels is a multi-award winning, family owned business whose name and products are renowned throughout the region and beyond. Mortels have a tradition of hand crafted Australian made products and are inviting likeminded people to showcase their skills and wares and to join Mortels in creating a varied and enjoyable experience drawing visitors from far and wide.

With the ease of substantial off street and on street parking, Mortels Thornton is highly accessible. Located at just off the New England Highway, Pacific Highway and M1, The Sunday Muster artisan markets will be the ideal day out with all that will be on offer.

Places will be limited, a market big enough to entice the numbers but small enough to attract the ideal buyers. Mortels will be selective to uphold Mortels high quality standards.

The Sunday Muster desired culture is upbeat and fun, with variety and surprise.

### Stallholder Requirements

Stallholders need to satisfy one of our listed categories which are as follows:

- Food & Beverage (made onsite).
- Locally made by self - products and produce.
- Australian made by other - products and produce.
- High quality and/or unique items produced overseas that doesn't compete with, or is distinctively different to (within the same category), our locally made stallholders' products.

Applications need to be completed in full, and Market Regulations must be agreed to, to be considered to participate at The Sunday Muster.

Applications need to include photographs of products you intend to sell. Any application that does not include photos will not be considered. Please provide clear detailed information about your product. Any stallholder wishing to sell imported product may be asked to show samples prior to and for acceptance.

Applications close two weeks prior to the market date, applications may take up to one week to process. If you do not receive confirmation, please assume that it has not been received and re-submit.

**A completed and submitted application does not guarantee a site as we must consider the variety of stalls for each market day.** The Sunday Muster reserves the right to decline any application for reasons including but not limited to suitability and demand.

No stallholder will have exclusivity of product or category but we will do our very best to ensure each stallholder's products within the same category have a distinct point of difference.

And most important, Stallholders need to be upbeat and passionate so we can all benefit and enjoy the journey!

## Location, Trading Days & Times

The Sunday Muster will be held in the grounds of Mortels Sheepskin Factory, 1 Weakleys Drive, Thornton (also home to The Big UGG Boots), and on the 3rd Sunday of every month, trading from 9am - 2pm.

## Stall Fees & Payment

Food & Beverage Stalls (meals/beverages cooked/prepared onsite for onsite consumption) - \$80 (bring your own insurance is an absolute must)

Regular Stalls - \$70 (with your own insurance)

Mortels can provide stallholder insurance at additional \$15

Mortels can provide stallholders with power at additional \$10

Fees are exclusive of GST.

First Time Stallholders - upon receipt of your application, and if approved, you will be emailed a tax invoice, bank details will be on the invoice for direct deposit payment. Alternatively credit card payment can be made over the phone by calling Annette 4966 0990. If you have not provided an insurance certificate of currency with your application, insurance cost will be added to your invoice.

You will be required to pay your stall fee in full, 10 days before the event. **Approval will lapse if payment is not made within this period.**

Returning Stallholders are able to rebook for the next market on market day by paying over the counter in Mortels store (cash or card) all fees and have noted preferred site number. Layout of stalls may change without notice from one market to the next to best accommodate stalls and crowds but we will do our best to position you in your preferred site for return.

### **Public Liability Insurance**

Stallholders bringing their own insurance must supply a copy of the Insurance Certificate of Currency before a Stallholder may trade at the Market. It is the responsibility of the Stallholder to ensure that the insurance is renewed and remains current for the term that the Stallholder undertakes Trading Activity at the Market. A minimum of \$10,000,000 is required.

Mortels will supply public liability to those stallholders without insurance, \$20,000,000 at additional cost of \$15 (excl. GST) per market.

### **Stalls, Equipment & Power**

- Tables, gazebo, racks, tables and chairs, signage and any other form of visual merchandise must be supplied by the stallholder.
- Gazebos can be any colour you like, colour is interesting, however fluoro colours are best avoided as they can distract from your products and also attract insects. Please ensure your gazebos are neat and without tears.
- Maximum gazebo size is 3m x 3m occupying 3m x 3m space on grass. You may request to book 2 stalls next to each other should you require more space. Please note that you will be charged for 2 stalls.
- Vehicles not permitted with stall throughout duration of the Market.
- Offering eftpos is advisable otherwise cash out at the local service stations is available, not in Mortels store or café.
- The Sunday Muster is a non-powered event. In the event that a Stallholder requires power, they may provide their own generator at their own cost. Any generator brought to the Market must be silent, and the Stall Holders must inform Mortels of their intent to supply power. Alternatively Mortels can supply power, it will be at an additional charge, \$10 (excl. GST). Power must be pre-booked 2 weeks prior in the application process.

### **Live Music**

- Some performers will be paid; details will be discussed after we receive your application. Performers may collect tips, sell albums, and use small approved signage to advertise social media contacts.
- Performers will need to provide their own microphone and amp.
- Buskers are required to provide their own microphone and amp. Buskers may collect tips, sell albums, and use approved signage to advertise social media contacts.

## Set Up & Pack Up

**There are more stallholders than carparks available in the main park. Therefore 1 only vehicle permitted per stallholder during set up and pack up and the times must strictly be observed. A stallholder's 2nd vehicle is permitted in car park behind building during set up and pack up times and moved out to paddock between 9am-2pm.**

Stallholders with disabled parking permits will be allocated a closer all-day parking site. Check with Mortels staff on the day.

- Gates will open at 0630 and three set bump in times will be available, 0630, 0710 and 0750. In your application please select your preferred time and we will try to accommodate but it will depend upon number of vehicle movement in the carpark.
- **Vehicles can be driven into the main carpark for set up and set down. In the mornings any stallholders that arrive later than their bump in time will need to park in the back car park and carry their gear in. Maximum time permitted to remain in car park per car is 30 minutes.**
- When vehicles are parked in the main carpark they must be parked within a designated car space and not block access in and out or movement within the car park.
- Vehicles larger than able to park in a designated car space (including vehicles with trailers) are not permitted into main carpark but may park for set up and pack up along the back of the building in coach parking.
- Once your allocated 30 minutes is up (regardless of whether stall setup is complete) you will need to move your vehicle from the main carpark to the Glenwood Drive paddock car park.
- No vehicles are to mount the gutters and enter the grassed areas at any time.
- **No stallholders will be given access for set up if not arrived by 0815 also your site may be issued to another stallholder if you have not arrived by 0815.**
- There are plenty of stallholders parking during the day, available in the large paddock on the other side of the creek, entry off Glenwood Drive. Pedestrian access from Glenwood Drive paddock will be as directed by people and signage and via footpath from the paddock commencing at the corner of Weakleys Drive and New England Highway, walking along Weakleys Drive to The Big UGG Boots, pedestrian gate in fence for entry onto site.
- **Absolutely no stallholders, musicians, market employees or volunteers to park in main carpark or carpark behind Mortels buildings, both for customers only. Regos will be recorded for non-customer vehicles and the driver will be located and asked to move their vehicles and risk refusal for future markets particularly if an issue is made when asked to move.**
- Musician arrival times TBC with market managers prior to the market.
- You will be allocated a stall number and general location by email prior to market day.
- Stalls must be ready to trade at 8:50am because people do roll in earlier than 9.
- Trade ceases at 2pm AND NO EARLIER. All stall spaces must be vacated and left in their original condition by 4pm.
- **Stallholders are to pack down their site prior to bringing their vehicle into the car park (including folding down of gazebo) and vehicles are not to be brought in before 2pm.** Mortels staff will monitor carpark at this time to ensure all vehicles are parked in designated spaces and direct vehicles where required.
- Stallholder rubbish must be taken by the stallholder.

- Mortels can provide hands, trolleys and equipment to help with set up, but obviously limited if we are needed to spread ourselves and equipment across many stallholders.
- Mortels will provide a person to monitor traffic in and out of main carpark throughout the day as customer parking will be permitted in the main carpark.

## **Weather**

The Sunday Muster is held in the open air and will operate in fine weather or overcast and light showers only due to majority of visitor car parking being in the paddock on the other side of the creek and off Glenwood Drive. It is the responsibility of the Stallholder to bring their own shelter for protection against sun or wind.

In the case of extreme adverse weather (wind) and to continue would be deemed to be dangerous, a text notification of cancellation prior will be made and all monies paid will be refunded or credited towards the next consecutive market (stallholder's choice).

## **Cancellation Policy**

- In the case that a Stallholder needs to cancel; if 72 hours' notice or more is given in writing by email (by 9am on the Thursday prior to the Market day), stall fees will be credited to the next consecutive market date, within 72 hours' notice or no show, stall fees are forfeited.
- The Sunday Muster will only be cancelled if external factors restrict the market from operating, or weather conditions are deemed unsafe. All Stallholders will be contacted by 0630 on the morning of the event and all monies paid will be refunded or credited towards the next consecutive market (stallholder's choice).

Bottom line is, if we cancel the Markets for whatever reason we don't keep your stall fee. This includes cancellation due to weather despite us not being responsible for. If you cancel and the Market proceeds, we incur costs which are budgeted for and Stallholders rely upon all Stallholders attending for the betterment of the Market atmosphere therefore within 72 hours' notice or no show you will forfeit your site fee even if the reason you cancelled is beyond your control ... just like us and the weather. No show without earlier notification can jeopardise placement in future markets.

## **Rubbish & Waste**

All rubbish, waste and packaging must be taken bagged up and can be placed in our skip bins which are kept around the back of the building. If your waste can't fit into our bins then the waste must be taken away with the stallholder. Bins provided within the fenced grounds do NOT cater for stallholder rubbish and may not be used by stallholders. The stall site must be left in the condition it was found.

The grounds of Mortels Sheepskin Factory are owned by Tony and Stephanie Mortel, thank you for treating it as you would your own home.

## Parking & Traffic Movement

- Follow the signs and always enter only from Weakleys Drive and exit onto Glenwood Drive. We have a flow of vehicle movement for ease of movement and pedestrian safety.
- There are roundabouts for making u-turns, please do not park illegally, double park in traffic lanes, queue across traffic intersections, or undertake illegal U turns, the flow of traffic in the area is excellent and safe if all abide by the road rules and follow traffic signage.
- Do not stop in the turning lane on Weakleys Drive for any reason whatsoever, that is our turning-in lane for the entire site.
- Once your vehicle is unpacked for set up, move your vehicle from the main carpark to Glenwood Drive paddock.
- No vehicles are to mount the gutters and enter the grassed areas at any time.
- During set up and pack up, parking in the main carpark is permitted provided the vehicles are parked within a designated car space and do not block access in and out or movement within the car park.
- Vehicles larger than able to park in a designated car space are not permitted into main carpark but may park for set up and pack up along the back of the building in coach parking.
- Mortels will provide a person to monitor traffic in and out of main carpark throughout the day as customer parking will be permitted in the main carpark.
- The vacant lot at the back of Mortels building will be kept for customer car parking and we will have traffic management of this area.

## Toilets

Toilets are located at the northern end of the building, around the corner from the Café and under veranda. Additional port-a-loos may be brought in for the southern end of the site if required.

## Eligibility Criteria

The Sunday Muster artisan markets are focused on products and produce that is locally made or Australian made or high quality and unique imported products. Imported products will be accepted on a case by case basis that offer a product mix that Market Managers deem to be in keeping with the style of The Sunday Muster and that doesn't compete with, or similar to, our locally made stallholders' products.

Counterfeit products, second hand items unless upcycled, and mass produced packaged products made overseas will not be allowed nor will reselling of products purchased online from any sites such as Gumtree, eBay and the numerous of others.

Mortels looks forward to creating and growing a market that will draw out of region visitors to The Sunday Muster for mutual benefit of the stallholders, the community and Mortels.

Tony & Stephanie Mortel would like to welcome you and look forward to seeing on market day.

Mortels Sheepskin Factory, 1 Weakleys Drive, Thornton NSW 2322

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