



Kensington Market - Terms & Conditions

Please read the following carefully before completing the Application Form.

CRITERIA

All applications will be assessed on the following criteria. The Committee reserves the right to accept or decline any application. We accept both handmade and non-handmade goods such as vintage clothing, furniture, records, posters and antiques. We do not accept bulk or mass produced items or goods. We do not accept goods sold by large branded companies such as Arbonne, Scentsy, Tupperware and the like. No trash and treasure or bric a brac stalls will be accepted. Gourmet and speciality foods are welcomed, primarily for consumption offsite. Skincare should be predominately made from naturally derived products. You are required to produce all proof of permits, licenses and Council requirements with this application.

PUBLIC LIABILITY INSURANCE

In order to take part in the Kensington Market, you must have your own Public Liability Insurance to the minimum value of \$10 million. Uninsured stalls will not be accepted.

COVID REQUIREMENTS

Every stall holder must comply with the current Covid requirements (e.g. masks, hand sanitisers) in place on market days as directed by the Department of Health and Human Services Victoria.

PAYMENT

You are only required to pay for one market at a time. Once your stall application has been approved, you will receive an invoice and electronic payment details via email. Your stall is secured once payment has been received and processed. Please note that we will not follow up payment. If we do not receive payment by the due date, (i.e. 7 days after issue of invoice), we will allocate your stall to the next person on our Wait List. Allowances may be made if you have informed the Market Co-Ordinator prior to Market Day. If you require a double stall, or part thereof, you will be required to pay 2 stall fees. Please note that the Kensington Market will not be responsible or liable for any loss or stolen goods. Nor will we be liable for any injuries incurred whilst exhibiting by yourself or your employee(s).

The Kensington Market Committee will review all applications and acceptance will be on receipt and payment of Tax Invoice.

MARKETING & PROMOTION

It is an integral component at the Kensington Market that you participate with the Market Facebook page and/or Website, such as sharing market event invitations etc. This exercise assists with increasing footfall on market day, and also raises the profile of your stall and the market as a whole.

PRODUCTS

It is important that you specify the nature of your stall and the types of product to be sold. Stallholders contravening this requirement or failing to accurately describe their products may have their trading terminated and forfeit their payment on Market Day.

SET UP AND PACK UP

Set up is from 8:30am – 9:30am. Pack up is from 3:00pm to 4:00pm with no exceptions. Stall holders can unload from 8:00am and no later than 9:30am, ready to trade by 10am. The market concludes at 3:00pm and no stallholder is permitted to pack up prior to this time without prior arrangement with the Market Co-Ordinator.

SITES

Stall sites are allocated at the Committee's discretion and will only be guaranteed once payment has been processed. The indoor stall site is 2m wide x 1.5m deep and the outdoor stall sites are 3m wide x 3m deep. You are required to bring your own trestle table (there are no trestle tables for hire at the venue). In accordance with venue guidelines, no signage or promotional material is permitted to be fixed onto the walls of the building. All displays, tables, umbrellas or otherwise **MUST** be contained within your allocated site space. Stallholders may use other free-standing displays of their choice. These must be secured and weighted appropriately and must not extend over the stall frontage line. Failure to contain your stall within the site may result in a Committee Member requesting that displays/items be removed immediately. All trestle/display tables must be covered with floor length table cloths. Please note that there are no trolleys available for use on Market Day. We do not have shared stalls at the Kensington Market. Your fee is also non-refundable should you not attend Market Day irrespective of your stall position. Allowances may be made if you have informed the Market Co-Ordinator prior to Market Day.

ENVIRONMENT AND WASTE

The Kensington Market Committee does their best to ensure that the market grounds are left free of waste at the conclusion of each event. Please reduce your waste by taking it with you at the end of the day.

PARKING

The Kensington Market is held between the hours of 10am – 3pm at the Kensington Town Hall, 30-34 Bellair Street, Kensington. There is a horse shoe driveway in front of the hall where stall holders can unload their goods on arrival, and immediately move their vehicle into the carpark located at the rear of the Town Hall, or to a nearby side Anthony Street for all day free parking.

FOOD REGISTRATION

To legally operate a temporary or mobile food premises at our market, you must:

1. Register or notify your temporary or mobile food premises with the City of Melbourne, and
2. Lodge a Statement Of Trade to let the City of Melbourne know where you will be trading.

To make it easy to use the statewide registration or notification scheme, a website for temporary and mobile food premises has been set up by the Department of Health in partnership with local government called [Streatrader](#). To obtain approval, your application, completed in full and with the relevant fee (if applicable), must be submitted to Council. You should allow 21 days for the registration / notification to be processed. If you need further clarification please contact the www.cityofmelbourne.com.au for advice.

CHECKLIST

- All information supplied is true & correct and I shall advise the Committee of any changes prior to market dates;
- Read and will abide by the Terms & Conditions of the Kensington Market;
- The applicant or my representative, will be present at the stall for the duration of the market;
- Attached a copy of my current Public Liability Certificate;
- Food vendors – you have produced proof of permits, licenses and Council requirements with this application, including Streatrader;
- Understand that all fees are non-refundable and must be paid within 7 days of the date of invoice.