

2023 Emerging Makers Market: Terms and Conditions

By applying for a stall at the Canberra Potters Emerging Makers Market, you agree to abide by the terms and conditions listed below. Successful applicants will be emailed an additional and more detailed information guide at least one month prior to the market.

Definitions

CANBERRA POTTERS refers to Canberra Potters' Society Inc. and the Watson Arts Centre facility.

CPS refers to Canberra Potters' Society Inc.

MANAGEMENT refers to the staff and managers of Canberra Potters' Society Inc.

STALLHOLDERS refers to the entity, which when approved by Canberra Potters, is entitled to occupy a designated site on a market day.

Approved Products

- 1.1 The market is a pottery/ceramics-focused market. Any non-ceramic products sold must form a minor part of the stallholder's products for sale.
- 1.2 All products offered for sale must be made by the business/stallholder. No products which are imported or purchased from a wholesaler will be accepted for sale.
- 1.3 Management reserves the right to request that stallholders remove products for sale if they are deemed to be in contradiction of the above terms.
- 1.4 Management reserves the right to reject work from sale in the market if the work is deemed inappropriate or unsuitable.
- 1.5 Stallholders must ensure that their products meet all required health and safety standards of the industry (e.g. items sold as functional work must be food safe, etc.).

Applications

- 2.1 Applications close at 5pm Wednesday 1 March 2023. Applicants will be notified of the outcome of their application by COB Thursday 9 March 2023.
- 2.2 The stallholder applicant warrants that the information contained in the application is true and correct.
- 2.3 Management has sole discretion over the acceptance or non-acceptance of a stallholder's application. Management reserves the right to reject an application and is not required to provide the applicant with the reasons for its decision.
- 2.4 A stallholder's place in the market is considered confirmed once Management has received a verbal or written confirmation in response to the application approval sent by Management.
- 2.5 Once confirmation of participation has been received by Management, applicants will be sent an invoice for the full participation fee. Invoices are due within 14 days of receipt.
- 2.6 Upon applying for a stall, stallholders agree that any images that they supply can be used to promote the event. Stallholders must only supply images which they own or have a right to distribute and publish.

Fees and Insurance

- 3.1 Individual stall fees for the 2023 Emerging Makers Market are \$225.00 for a CPS member and \$275.00 for a non-member. Shared stall fees are \$300 for two CPS members or \$350 for non-members (both participants must be members to obtain a discount). Applications for individual stalls are preferred.
- 3.2 In the case of a shared stall, the primary applicant will be the main point of contact.
- 3.3 Non-members are welcome to apply for membership at any time, however to secure the member rate, non-members must join immediately after their application acceptance and before the market invoice has been sent.
- 3.4 Management highly recommends that stallholders purchase coverage for product liability insurance. Stallholders' products **are not** covered by Canberra Potters public liability insurance.

- 3.5 The stallholder shall indemnify and hold harmless Canberra Potters against any losses, liabilities, claims or suits arising out of or relating to the sale of the stallholder's products whilst transporting items to or from the fair, and for the duration of the fair period.
- 3.6 In the event of a cancellation by the stallholder, whether written or verbal, any fees paid or owed by the stallholder shall be forfeit unless cancellation is **more than 3 weeks prior** to the installation date. Cancellations before this shall attract a cancellation fee of \$30.
- 3.7 In the event of a cancellation by Canberra Potters, stallholders will be refunded the full amount of their stall fee (if already paid).

Stall Information

- 4.1 Stalls are allocated a space of approximately 1.8m wide (front facing) by 1.5m deep.
- 4.2 Stallholders are solely responsible for the supplying, setting up and demounting of their own stall including but not limited to tables, stands, signage, cash-handling facilities, carry bags etc. Canberra Potters is able to provide up to two chairs per stall.
- 4.3 All furniture, including tables, shelves and other stands, must have floor surface protection (i.e. rubber or felt pads) in order to avoid scratching the gallery floor.
- 4.4 Stallholders must respect the boundaries of their stall space and not interfere with other stallholders' spaces. If a stallholder brings inappropriate or unsafe items as deemed by Management, they may be asked to modify their set up.
- 4.5 Access to electricity throughout the duration of the market is limited and unable to be guaranteed to any/all stallholders. Stallholders should be able to manage their stalls without constant electricity access so should ensure all devices are fully charged each day of the market. Stallholders who request power (for displaying light fixtures, etc.) will be charged an additional \$10.00.
- 4.6 Any electrical appliances, including extension cords, must have a current electrical compliance tag ("Test and Tag"). Stallholders will be charged \$5 for each electrical item which does not have a tag. Any electrical items which do not pass the test will be labelled as such and are unable to be used at Canberra Potters.
- 4.7 Any specific requirements stallholders have must be included in the stallholder's application and/or discussed with Management prior to the market. Management reserves the right to refuse additional requirements.
- 4.8 No double-sided sticky tape, mirror tape, or Velcro dots are to be used on the gallery walls, partitions or plinths. If removable adhesives, eg BluTack, are used, all traces must be removed. Prior to installing work, stallholders should check with the Managers about suitable mounting methods.
- 4.9 Any damage (cosmetic or otherwise) to the walls, partitions, floor and other gallery furniture caused by stallholders must be made good. Management can provide appropriate products for cleaning etc. Stallholders will be invoiced for any damage they have willfully or neglectfully caused to the gallery space.
- 4.10 Stallholders must be in the market 15 minutes prior to the market opening hours and ready to trade at the commencement of trading hours and **must continue trading until closing time**.
- 4.11 Any additional staff helping stallholders are recommended to have a high degree of knowledge of the product being sold, and/or involved in the making of it.
- 4.12 Sharing stalls is permitted however stallholders must make their intentions clear upon application.

Access to Venue/Set Up and Pack Down

- 5.1 Access for stallholders to set up will be granted in the two days leading up to the market: 10:30am-3:30pm Wed 26-Thurs 27 April.
- 5.2 Stallholders must inform Management of their arrival prior to set up.
- 5.3 There is ample parking and trolley access to the gallery. Vehicles and contents left in them are left at the stallholder's own risk.
- 5.4 Pack down will be immediately after the closure of the event on Sunday 30 April (4pm-5pm).
- 5.5 Late set up, pack down or a no-show may result in the stallholder being refused participation in future Canberra Potters events.

Promotion

- 6.1 Stallholders are encouraged to promote the event through their own social media/other platforms. Successful applicants will be sent a media kit to use for promotion.

Disputes

- 7.1 Any disputes or concerns with this contract or with the Canberra Potters 2023 Emerging Makers Market should be raised with Canberra Potters management.
- 7.2 Any faults, defects, imperfections, etc. discovered post-purchase will be referred to the artist for resolution.