



Thread Den

THREAD DEN PROUDLY PRESENTS

**THE NORTH MELBOURNE
MARKET**

MARKET INFORMATION

Stalls

Criteria for stalls

Items for sale must be vintage, handmade or locally produced designer items. To ensure we maintain a diverse range of stalls the North Melbourne market day restricts the number of stalls of the same type. Those who apply after the quota of their stall type has been filled will be placed on a waiting list.

Stall dimensions

Stalls spaces will be approx 2m deep and 1.8m wide. If you require more space than this, please book two or more stalls.

Half Stalls

A limited number of half stalls will also be available. Half stall spaces will be approx 90cm wide, suitable for a card table. Stallholders must provide their own tables for these spaces. Half stalls are marked on the floor plan, indicated with an "a" next to the stall number (2a, 5a, 7a etc).

Stall Prices

Full stall: \$45 to be paid within 5 days of receiving confirmation of stall number

Half stall: \$25 to be paid within 5 days of receiving confirmation of stall number

Payment Methods

Stall fee may be paid via credit card over the phone, in the store, or by direct deposit. Payment details will be emailed with your booking confirmation.

Stall Applications

Stalls will be allocated to each stallholder in a sequential order (from stall #1 to stall #66) based upon receipt of application. Stall holders may request a particular stall number and will be allocated that number if it is not already taken (subject to booking and stall allocation process).

Market bookings will be opened for two markets at a time. Bookings for future markets will open as per the following:

Market Day 2010	Applications open
27 June & 22 August	12 April
24 October & 5 December	24 May

Confirmation of booking

Please allow at least ten working days from your application date before receiving confirmation of stall booking.

Tables and Chairs

Table hire downstairs

Tables can be provided for a \$5 hire fee. Tables are approx 1.2 x 1.85m in dimensions.

Table hire upstairs

Tables for upstairs stalls will be provided free of charge while tables are still available. Staff will be available to help stall holders who require assistance carrying stock upstairs.

Table hire for half stalls

Stall holders who hire a half space will be required to provide their own table or other set up, no larger than card table size.

Chairs

Chairs can be provided free of charge if you would like one or more at your stall. Be sure to indicate table hire and the quantity of complimentary chairs required on your application form.

Cancellation policy

Cancellation of allocated stalls must be made no later than ten days prior to Market Day date. Any cancellations made after this date will forfeit full stall fee.

Market Day 2010

11 April
27 June
22 August
24 October
5 December

Cancellation deadline

1 April
17 June
12 August
14 October
25 November

Special Requirements

As per the floor plan, stalls 45 to 66 are located upstairs. We will do our best to cater for special requirements given there is no elevator at the Lithuanian Club. Once all the downstairs stalls are taken, there will be no option to request these, so please be quick when making your booking and payment.

Other

Floor plan

Please see the floor plan for the layout of the venue. Stalls will be located in the main entrance lobby, the ballroom and the upstairs areas. Signage will be erected to direct customers between the spaces.

ATMs

There are 6 ATMs across the road from the Lithuanian Club.

Load in time

The Lithuanian Club will be open from 9am for market stall setup. Please arrive no later than 9.30am to ensure you are set up before doors open officially at 10am. As per the floor plan, there are two entrances to load in through. Please load in at the entrance closest to your stall. The upstairs stalls are closest to the Errol St entrance.

Encroachment

Please consider other stall holders and ensure your clothing racks and products remain within the allocated space.

Promotion

We encourage you to use your own networks to promote your stall at the market. Thread Den will also be promoting the Market Day extensively through the website, blog, Facebook group and advertisement, posters, flyers, e-mailout, instore promo, and online events calendars eg. That's Melbourne. We will forward a pdf flyer to all stallholders for email distribution.

The Essentials

Clothing rack if you need one
Table if not hiring but need one
Change/cashbox (change will not be provided)
Receipt book

You may want to think about

Carry Bags/wrapping paper
Table cloth/cover
Business cards/promo materials
Mailing list for potential sign ups