

FORM 03

New Stallholder Application Form



RETURN TO: PADDINGTON MARKETS, PO Box 379, Paddington, NSW, 2021
Phone: (02) 9331 2923 Email: office@paddingtonmarkets.com.au Web: www.paddingtonmarkets.com.au

- ▶ Please read through the entire New Stallholder Application Form (Form 3) and the Explanatory Notes (Form 03a).
- ▶ This Application Form must be completed and received by Paddington Markets before an interview is arranged.
- ▶ Additional Application Forms are also available on www.paddingtonmarkets.com.au
- ▶ Please write clearly using BLOCK LETTERS. Please fill in ALL relevant sections.


Application Fee (non-refundable)

- ▶ THE APPLICATION FEE MUST BE PAID WITH A CREDIT CARD. YOUR CREDIT CARD WILL ONLY BE CHARGED IF YOU ARE INVITED FOR AN INTERVIEW.

1. WHICH APPLICATION FEE? (tick only 1 box)

\$60.00AUD (normal) \$30.00AUD (concession)

Note: Concession rates available to applicants who are an Australian student, participants of the Australian Government's New Enterprise Incentive Scheme (NEIS), or a member of the National Association of Visual Artists (NAVA), Fair Trade Association of Australia and New Zealand (FTAANZ) or Arts Law Centre of Australia.

 Please attach a photocopy of your student card / membership card

2. PAYMENT DETAILS (YOU MUST COMPLETE THIS AUTHORISATION)

Credit Card Type: MasterCard Visa (NO AMEX/DINERS CLUB)

Credit Card Number: / / /

Expiry Date: / CCV: Amount: \$.00

Name on Credit Card:


Signature*:

* You must be the official signatory to this credit card (ie. person named on the card).

Applicant Details

3. STALLHOLDER (must be directly associated with the creative process)

First Name: Last Name:

 Attach copy of your driver's licence / photo ID

4. POSTAL ADDRESS:

Address:

Suburb: State: Postcode:

5. CONTACT DETAILS:

Tel (BH): Tel (AH):

Fax: Mobile:

Email:

Web:

6. YOUR TRADING NAME:

7. YOUR AUSTRALIAN BUSINESS NUMBER (ABN):

Product Details

8. TYPE OF PRODUCT (tick ✓ at least 1 box)

a) Fine & Performing Arts

- | | | | |
|---|--------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Painting | <input type="checkbox"/> Drawing | <input type="checkbox"/> Sculpture | <input type="checkbox"/> Printmaking |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Music / CDs | <input type="checkbox"/> Film Making / Movies | <input type="checkbox"/> Ceramic Art |
| <input type="checkbox"/> Author / Books | <input type="checkbox"/> Jewellery | <input type="checkbox"/> Glass Art | |

b) Decorative Arts & Crafts

- | | | | |
|--------------------------------------|--------------------------------------|------------------------------------|---|
| <input type="checkbox"/> Toys | <input type="checkbox"/> Home Wares | <input type="checkbox"/> Metalwork | <input type="checkbox"/> Paper / Stationary |
| <input type="checkbox"/> Decorations | <input type="checkbox"/> Leatherwork | | |

c) Fashion & Design

- | | | | |
|--|--|---|------------------------------------|
| <input type="checkbox"/> Women's Fashion | <input type="checkbox"/> Men's Fashion | <input type="checkbox"/> Children's Fashion | <input type="checkbox"/> Baby Wear |
| <input type="checkbox"/> Shoes | | | |

d) Accessories

- | | | | |
|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <input type="checkbox"/> Belts | <input type="checkbox"/> Bags | <input type="checkbox"/> Scarves | <input type="checkbox"/> Hair |
|--------------------------------|-------------------------------|----------------------------------|-------------------------------|

e) Jewellery

- | | | | |
|---------------------------------|--------------------------------------|---|--------------------------------|
| <input type="checkbox"/> Beaded | <input type="checkbox"/> Solid Metal | <input type="checkbox"/> Precious/Semi-Precious | <input type="checkbox"/> Other |
|---------------------------------|--------------------------------------|---|--------------------------------|

f) Furniture

- | | |
|---|---|
| <input type="checkbox"/> Hard Furnishings | <input type="checkbox"/> Soft Furnishings |
|---|---|

g) Food

- | | | | |
|-----------------------------------|--------------------------------------|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Hot Food | <input type="checkbox"/> Health Food | <input type="checkbox"/> Gourmet Food | <input type="checkbox"/> Snack Food |
|-----------------------------------|--------------------------------------|---------------------------------------|-------------------------------------|

h) Second Hand

- | | |
|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Collectibles | <input type="checkbox"/> Antiques |
|---------------------------------------|-----------------------------------|

i) Services

j) Other

9. OVER WHAT PERIOD DID YOU RESEARCH, DEVELOP & TRIAL YOUR PRODUCT (tick ✓ only 1 box)

- | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> 0-6 months | <input type="checkbox"/> 7-12 months | <input type="checkbox"/> 12 months + |
|-------------------------------------|--------------------------------------|--------------------------------------|

10. HOW & WHERE DID YOU RESEARCH, DEVELOP & TRIAL YOUR PRODUCT

11. HAVE YOU RETAILED YOUR PRODUCT ELSEWHERE? (tick ✓ only 1 box)

- | | |
|---|--|
| <input type="checkbox"/> Yes (GO TO QU. 12) | <input type="checkbox"/> No (GO TO QU. 14) |
|---|--|

12. HOW LONG HAVE YOU BEEN RETAILING YOUR PRODUCT (tick ✓ only 1 box)

- | | | | |
|---|------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Less than 1 year | <input type="checkbox"/> 1-2 years | <input type="checkbox"/> 3-5 years | <input type="checkbox"/> 6-10 years |
| <input type="checkbox"/> 10 years + | | | |

13. WHERE HAVE YOU BEEN RETAILING YOUR PRODUCT?

Product Details (cont)

14. PRODUCT DESCRIPTION (please describe in detail the materials used, methods of manufacture, colours, sizes, etc)

15. PLEASE ATTACH 📷 PHOTOGRAPHS OF YOUR PRODUCT (maximum 4 photos)

16. DO YOU DESIGN THE PRODUCTS YOURSELF?

- Not at all (GO TO QU. 17) Partially (GO TO QU. 17) Entirely (GO TO QU. 18)

17. WHICH AREA OF THE DESIGN PROCESS ARE YOU NOT INVOLVED WITH?

18. DO YOU MANUFACTURE THE PRODUCTS YOURSELF?

- Not at all (GO TO QU. 19) Partially (GO TO QU. 19) Entirely (GO TO QU. 20)

19. WHICH AREA OF THE MANUFACTURING PROCESS ARE YOU NOT INVOLVED WITH?

20. PLEASE ATTACH 📷 PHOTOGRAPHS OF YOU MANUFACTURING YOUR PRODUCT (maximum 4 photos)

Product Details (cont)

21. HOW IS YOUR PRODUCT MADE?

22 ARE ANY PARTS OF YOUR PRODUCT MADE OVERSEAS?

All (GO TO QU. 23) Some (GO TO QU. 23) None (GO TO DECLARATION)

IMPORTANT NOTE: SUSTAINABLE HUMAN DEVELOPMENT PROTOCOL

Paddington Markets supports sustainable human development.

If any part of your product is manufactured overseas, Paddington Markets requires that you provide independent written proof (ie. from an organisation which is not associated with your product) that the overseas manufacturing process, especially if conducted in a developing country, supports sustainable human development (eg. fair wage, fair working conditions, etc).

WHAT IS SUSTAINABLE HUMAN DEVELOPMENT? Sustainable human development is development that not only generates economic growth but distributes its benefits equitably; that regenerates the environment rather than destroying it; that empowers people rather than marginalising them. It gives priority to the poor, enlarging their choices and opportunities, and provides for their participation in decisions affecting them. It is development that is pro-poor, pro-nature, pro-jobs, pro-democracy, pro-women and pro-children.¹

WHERE TO START: Fair Trade Association of Australia and New Zealand (www.fairtrade.com.au), local Government Authorities/Ministries, local trade unions.

- ▶ **PLEASE DO NOT OBTAIN INDEPENDENT WRITTEN PROOF UNTIL AFTER YOU HAVE BEEN APPROVED TO TRADE AT PADDINGTON MARKETS.**

23. WHICH PARTS OF YOUR PRODUCT ARE MADE OVERSEAS – AND WHY?

Declaration

In submitting this New Stallholder Application Form, I solemnly and sincerely declare that, to the best of my knowledge, all of the information supplied by me is correct at the date of this Application.

Signature of Primary Stallholder

____ / ____ /200 ____
Date

Legal guardian signature if primary stallholder under 18 years of age

¹ Source: Written for UNICEF by Daniel Taylor-Ide and Carl E. Taylor, Future Generations and Johns Hopkins University, USA.

FORM 03a

New Stallholder Application Form – Explanatory Notes



- ▶ Please read the entire New Stallholder Application Form (Form 03), and these Explanatory Notes (Form 03a), before filling in the Application Form.
- ▶ The Application Form (Form 03) must be completed and received by Paddington Markets, with the Registration Fee before an interview is arranged.
- ▶ Additional Application Forms are available from www.paddingtonmarkets.com.au

Steps to Follow in Becoming a Registered Stallholder

- 1 READ THE NEW STALLHOLDER APPLICATION FORM - EXPLANATORY NOTES (Form 03A)**
Please read the explanatory notes (this form) carefully. Please contact us with any queries.
- 2 FILL OUT THE NEW STALLHOLDER APPLICATION FORM (Form 03)**
Please write clearly using BLOCK LETTERS. Please fill in ALL sections.
- MAIL YOUR APPLICATION FORM TO PADDINGTON MARKETS**
Mail your Application Form to Paddington Markets (PO Box 379, Paddington, 2021) well before your desired interview date (▶ see website for upcoming interview dates).
Please remember to sign the Application Fee credit card payment authority.
NOTE: Please do not post any samples. Photos will not be returned to applicants.
- PADDINGTON MARKETS REVIEWS YOUR APPLICATION**
Paddington Markets reviews your application to determine if you display the broad criteria we are interested in (▶ see page 2 for Approval Criteria).
IF YOU'RE SUITABLE: see STEP 6.
IF YOU'RE NOT SUITABLE: We will advise you in writing that your product is not suitable (we will not charge you an Application Fee if this occurs).
- PADDINGTON MARKETS ARRANGES AN INTERVIEW**
Paddington Markets will contact you to arrange an interview to showcase your product. We will also deduct the Application fee from your credit card once your interview has taken place.
IMPORTANT: Having an interview does not guarantee approval to trade at Paddington Markets.
- 6 COME TO THE INTERVIEW AT PADDINGTON MARKETS**
Please bring samples of your product(s). Interviews take about 10-15 minutes.
- PADDINGTON MARKETS ADVISES APPLICANTS OF THEIR STATUS**
Paddington Markets will advise all applicants in writing of its decision within 7 working days of your interview, or on the day.
IF SUCCESSFUL: you will receive your official stallholder number and a code of operations to make your transition into the Markets is smooth as possible. Please note that approvals are valid for 12 months only.
IF UNSUCCESSFUL: please don't hesitate to contact us to discuss why you were not accepted for the Markets.

CONTACT PADDINGTON MARKETS: ☎ 02 9331 2923 ✉ office@paddingtonmarkets.com.au

Frequently Asked Questions

WHAT IS PADDINGTON MARKETS?

Paddington Markets is Australia's premier art, craft and design community marketplace. It remains NSW's sixth largest tourist destination, attracting over 600,000 international and local visitors each year.

Paddington Markets has been the leading incubator for Sydney's artistic community since it was established in 1972. Stallholders who have traded at the Markets and who have become successful local and international commercial artists and designers include the Zimmerman sisters, Lisa Ho, Bracewell, Robert Clerc, Dinosaur Designs and Von Troska.

Paddington Markets is a secular activity of Paddington Uniting Church¹. Funds generated by the Markets support its other community projects, including Eddie Dixon Outreach Centre for homeless and marginalised people, the Eastside Arts community arts program and Paddington Children's Centre.

HOW DO I APPLY TO BECOME A STALLHOLDER?

Fill out a *New Stallholder Application Form* (Form 03) and mail it to Paddington Markets. If your application displays the broad criteria we are interested in (► see '*Approval Criteria*', right◀), Markets Management will contact you to arrange a time for an interview.

Important: Please do not post any samples.

WHY DOES PADDINGTON MARKETS CHARGE A NON-REFUNDABLE APPLICATION FEE?

Paddington Markets charges an Application Fee to all applicants once they have been approved for an interview. Fees may be paid by credit card or cheque only (no cash accepted).

This fee is non-refundable because Paddington Markets puts in a lot of effort in interviewing you, researching your product and determining whether you are suitable for the Markets. The fee goes only part of the way to recovering the costs of this important process.

WHAT ARE THE INTERVIEW DATES?

Paddington Markets holds prospective stallholder interviews on the first Wednesday of each month between February and November. Forthcoming interview dates are available on the website:

Important: a completed Application Form must be received by Paddington Markets before an interview is arranged by Markets Management.

WHAT DO I NEED TO BRING TO THE INTERVIEW?

You need to bring a variety of samples which you feel will adequately showcase your range and style of products. You may also bring any relevant information regarding your product, such as editorials which you have featured in, etc.

You will be interviewed by the markets manager and you will be asked a variety of questions about you and your products.

WHAT ARE THE APPROVAL CRITERIA FOR PADDINGTON MARKETS?

Paddington Markets is a specialist artist market. Products should be designed and made by the stall applicant. The decision to approve stalls is totally at the discretion of Markets Management, and is based on the following considerations:

- *artist designed*: is the product designed by the artist, craftsperson or designer?
- *artist made*: is the product hand made by the artist, craftsperson or designer?
- *suitable for Paddington Markets culture*: is the product suitable for Paddington Markets, taking into consideration the Markets' Vision and Objectives?
- *potential for financial success*: does the product have the potential of being financially successful?
- *creativity and innovation*: does the product show creativity and innovation in its design or concept?
- *quality of craftsmanship*: is the product made with a high level of quality of craftsmanship?
- *rarity and individuality*: are their similar types of products currently trading at the Markets?
- *a 'markets' personality*: are you vibrant, passionate about your product and a good communicator?

WHAT KINDS OF PRODUCTS CAN BE SOLD AT THE MARKETS (aka WHAT IS ART)?

The types of products you can sell at the Markets are only limited by your imagination, and include (but are not limited to) fashion and accessories, design, art and craft. The more creative and unique the better!

ARE THERE ANY PRODUCTS PROHIBITED FOR SALE BY STALLHOLDERS

- Goods which infringe any copyright or registered trade mark;
- Alcohol;
- Cigarettes;
- Goods or merchandise that cannot be sold by law.

¹ ie. the Markets are operated as non-religious program of Paddington Uniting Church.

HOW DO I KNOW THAT I'VE BEEN APPROVED AS A REGISTERED STALLHOLDER?

Paddington Markets will advise you (in writing) of its decision within 7 working days of your interview.

If you're **successful**, you will receive your official stallholder number and a code of operations to make your transition into the Markets as smooth as possible.

If you're **unsuccessful**, you may reapply to become a stallholder at Paddington Markets in 12 months time.

WHAT IS 'REGISTRATION'?

Stallholders are registered with Paddington Markets for 12 months. Once approved you become a 'weekly' stallholder and may register on a weekly basis for a market stall.

At the end of 12 months Paddington Markets will review your product range to ensure that they continue to be aligned with the selection criteria of the Markets.

I'M ACCEPTED! WHAT NEXT?

Please provide Paddington Markets with the following paperwork before your first trading day:

- a copy of your \$10 million Public Liability Insurance Certificate of Currency (all stallholders).
- a copy of your \$10 million Product Insurance Certificate of Currency (only if you're selling a product, or parts of a product, which is meant to be consumed or which has small components which may accidentally be consumed).
- a copy of your professional indemnity insurance (service providers only).
- a copy of the independent letter verifying the sustainable human development of your product if manufactured overseas (► see page 3).

You will be prohibited from trading if relevant Certificates of Currency are not provided to Markets Management.

HOW DO I APPLY FOR A STALL?

Stallholders must apply for a stall each week.

- *To register for a stall:* telephone the Weekly Stallholder Message-bank any time between **6pm Saturday** and **5pm Thursday** before the trading day (24 hrs service).
- *To confirm success:* please check the allocations on line at www.paddingtonmarkets.com.au after 6pm each Thursday evening

HOW DO I CANCEL A STALL?

If you've already applied for a stall you must cancel your application before **5pm Thursday** before a trading day.

CAN I BECOME A 'PERMANENT' STALLHOLDER AT PADDINGTON MARKETS?

There are no 'permanent' stallholders at Paddington Markets.

HOW DO I PAY MY STALL FEES

Stall fees are paid between 7:30am and 4:30pm (5:30pm DLS) on the trading at the Markets office or you can arrange for a manual credit card payment with our office staff.

Fees may only be paid with debit card, credit card or cheque (no cash accepted). Cards we accept are Visa and Mastercard.

DO I REQUIRE ANY INSURANCE?

Stallholders are required to have current \$10 million Public Liability Insurance (and \$10 million Product Liability, where applicable). They are also required to have all licences and insurances required to operate their business, and all products should comply with relevant safety and compliance standards.

Please do not arrange any insurance until you are approved to trade at Paddington Markets.

STALL FEES AND SIZES

Stalls fees at Paddington vary due to their size, the physical conditions of the site, access to power/shelter and market exposure.

As a guide, general stall space costs are:

- 1.2m x 1.2m stall: \$79 - \$99 per trading day;
- 1.2m x 2.4m stall: \$131 - \$156 per trading day; and
- 2.7m x 2.7m stall: \$142 - \$163 per trading day

Stall fees are fixed for a period of 12 months, effective 1 November each year.

WHAT DO I NEED TO BRING AS A STALLHOLDER?

Each stallholder will need to bring different things with them to make their life comfortable at the Markets. As a general indication, you will need:

- your stock;
- a market umbrella/canopy and sand bag weights;
- a table cover;
- display, signage and promotion materials;
- a change float to suit your product pricing; and
- a chair to sit on.

WHAT HAPPENS WHEN IT RAINS?

Paddington Markets is an all weather market. The markets trade every Saturday, even during rainy weather. It is the stallholder's responsibility to ensure that products are protected. Stallholders will be charged stall fees if they register for a trading day and do not trade. Market Management has the right to close the market in exceptional weather conditions, although generally Paddington continues to trade.

CAN NEW PRODUCTS BE SOLD ON A STALL?

Stallholders may vary designs within their approved product line without Markets Management approval. However, Management approval must be sought if a stallholder wishes to move into a different product line.

WHAT ABOUT FOOD STALL APPLICATIONS FOR PADDINGTON?

Paddington Markets has a limited number of food stall sites available. Because there are so few food sites in the Markets food stalls rarely become available. Please contact Markets Management before submitting an application for food to determine if they are spaces available.

Food vendors wishing to submit an application should do so in the form of a proposal detailing:

- information about the food concept for the stall;
- proposed menu and prices;
- display ideas;
- relevant information regarding any pre-market food preparation;
- credentials of food operator;

All food vendors are required to have a current Public Liability and Product Liability insurance for \$10 million each. In addition all food vendors are required to be licensed as Temporary Food Stall vendors through the City of Sydney Council (www.cityofsydney.nsw.gov.au).

ARE THERE ANY RESTRICTIONS FOR CANOPY SPACES?

Canopies are an essential part of Paddington Markets as they provide many stall holders, especially fashion wear designers, the space to experiment with (and sell!) a variety of product styles and ranges.

Canopy sizes will be restricted to 2.7m x 2.7m.

IS PARKING AVAILABLE?

Car parking is not available to weekly stallholders. On street parking is available in some of the surrounding streets, but most immediate parking is 1hr - 2hr.

IS STORAGE AVAILABLE?

No. Unfortunately, Paddington Markets has no room to provide on site storage.

CAN I HAVE A STALL FOR A FEW WEEKS, ON A CASUAL BASIS?

No. Paddington Markets is unable to provide stalls to casual traders in this way.

DO I NEED AN AUSTRALIAN BUSINESS NUMBER (ABN)?

Yes, registered stallholders are required to have an ABN number when you trade at Paddington Markets.

WHY DOES PADDINGTON MARKETS HAVE A SUSTAINABLE HUMAN DEVELOPMENT PROTOCOL?

Paddington Markets generally receives new stallholder applications from three different types of applicants:

- '*independent artists*' who design and manufacture their own artwork;
- '*dependent artists*' who design their own artwork and have the artwork manufactured (either partially or wholly) by somebody else; and
- '*licensees*' which represent artists (either local or overseas) who design their own artwork and it produced by somebody else (either locally or overseas).

Paddington Markets appreciates that independent artists (either local or overseas) often spend a great deal of time and effort designing and manufacturing their own art. Unfortunately, these artists sometimes do this despite less than ideal working conditions or the fact that they do not recoup the entire economic benefit which they have expended in creating the artwork!

Paddington Markets believes that it is inappropriate for artists to think that these 'less than ideal' conditions are appropriate for their employees. Subsequently, the Markets expect that if artists employ people to produce art for them, that their employees will be treated fairly, paid a fair wage and employed under fair working conditions (specific to the country of origin).

Australia has a number of fail safes in place to ensure the sustainable human development of its employees. However many employees living in overseas countries are not that fortunate.

Subsequently, Paddington Markets has implemented a sustainable human development protocol to help protect the rights of employees.

Sustainable human development refers to development that not only generates economic growth but distributes its benefits equitably; that regenerates the environment rather than destroying it; that empowers people rather than marginalising them. It gives priority to the poor, enlarging their choices and opportunities, and provides for their participation in decisions affecting them. It is development that is pro-poor, pro-nature, pro-jobs, pro-democracy, pro-women and pro-children.²

If any part of your product is manufactured by anyone other than yourself or your business partners (ref), Paddington Markets requires that you provide independent written proof (i.e. from an organisation which is not associated with your product) that the manufacturing process supports sustainable human development (eg. fair wage, fair working conditions, etc).

Organisations which may be able to assist you obtaining this information may include Fair Trade Association of Australia and New Zealand (www.fairtrade.com.au), local Government Authorities/Ministries and local trade unions.

Important: do not obtain independent written proof until after you have been approved to trade at Paddington Markets.