



SALAMANCA MARKET

CREATIVE HOBART SALAMANCA MARKET STALL
Application for Stall Holders

Please complete the form below to submit your application to be a stall holder for the Creative Hobart Salamanca Market stall. Please read through the Creative Hobart Pop-Up Shopfront Agreement and the Information for Participants prior to completing your application.

PART A: APPLICANT DETAILS

Family Name	
Given Names	
Business / Shopfront Name	
ABN Number (if applicable)	
Postal Address	
Residential Address	
Phone (business hours)	
Mobile	
Email Address	
Website Address	
Onsite Contact Person	
Onsite Contact Number	

Have you run a Creative Hobart Pop-Up Shopfront or a Creative Hobart Salamanca Market stall in the past? If so, please outline specific details of your participation, including years(s):

Do you have a preference for the date or month when you would like to have your market stall? If so, if that date flexible?

PART B: PROPOSED ACTIVITY AND/OR PRODUCT LINE

What is your proposed activity and/or product line? Please provide more information than “art exhibition” or “giftware”.

PART C: ASSESSMENT

Proposed activities and/or product lines are assessed against:

1. The objectives of the Creative Hobart Strategy, your activity is not expected to meet all of the objectives of Creative Hobart but to contribute to the City of Hobart’s aim to be a creative city. Please refer to page 2 of the Information for Applicants document provided with this form for a brief summary of Creative Hobart. For the full strategy document: www.hobartcity.com.au
2. The Salamanca Market Optimal Product Line Mix (OPLM). This is the ideal mix of activities, services and products as determined by the Council from time to time, traded at Salamanca Market to provide its customers with a diverse range of Approved Product Lines. Refer to page 3 of the Information for Applicants document provided with this form.

Please briefly explain how your proposal meets these criteria:

1. A PLATFORM FOR CREATIVITY: Describe the way in which your market stall will be a platform for creativity in Hobart.

2. INVESTING IN INNOVATION: Describe the way in which the activity/product's has been developed; how has innovative thinking contributed to its development and presentation; is it unique and how its quality is showcased.

3. CONNECTING CREATIVITY: Describe how your activity and/or products promote creativity in Hobart, how you will promote your Creative Hobart Salamanca Market stall and who you will work with to deliver your activity and/or products.

Salamanca Market Stall set-up: Describe how your stall will look – how will it be set- up in terms of signage, display of items, brochures or other information.

Hours of operation: Provide details of who will attend the stall and confirmation that the stall will have someone in attendance from 8.15am – 3pm plus someone to set up and pack up your items in the stall.

Selling of products and/or services*: Will you be selling items? If so, how will you manage the cash and other transactions? Please provide an estimated price range, and if credit card sales will be possible.

PART D: SUPPORTING MATERIAL

As part of this application **you must provide:**

- Images of the products you intend to sell and/or exhibit (if applicable)
- Details of the services or activities you intend to sell and/or promote (if applicable)
- A copy of your current Driver's Licence or other suitable identification must be provided.
- Documentary evidence of any permits or permission required to sell the product, in particular permission to use any intellectual property.
- A brief biography (maximum 150 words per person) of the artists, arts workers, organisations or others involved in the activity/product line.

Product samples are not required. The assessment panel may contact you to arrange to request additional information or to see a product sample.

PART E: PRIVACY

All of the information collected on or attached to this form will be retained by the Council. This information will be disclosed to members of the assessment panel as part of your assessment. The information in this application may also be disclosed to: relevant Council Aldermen and/or relevant Council officers. This information is **not** considered commercial-in-confidence.

In general the Council will not disclosed information to any individual or organisation other than those listed above, without your consent, unless the disclosure is required by law, including the Right to Information Act. Your information will be maintained in accordance with the Hobart City Council's Privacy Policy which is available online at <http://www.hobartcity.com.au/privacy> or by phoning (03) 6238 2711.

You can request access or update any of the personal information collected on this form by contacting the City of Hobart's Cultural Development Officer. If you have provided us with personal information relating to other individuals, we encourage you to inform those individuals that you have provided this information to the Council.

PART F: DECLARATION

Incomplete application forms (including applications where supporting documentation is missing) are not able to be considered for assessment.

The Council will provide a decision in response to all complete application forms in writing.

- All the information I have given on this form is true and correct, and
- I understand that giving false or misleading information is a serious offence, and
- I have not omitted any information that I know (or a reasonable person would believe) to be relevant to the assessment of this request, and
- I confirm that I have read this application and acknowledge the collection and use of my personal information as detailed above, and
- I have read and agree to comply with the Creative Hobart Salamanca Market Stall Information for Participants, should I be accepted as a Participant, and
- I understand that the Council will not disclose my information without my consent, unless the disclosure is required by law, including the Right to Information Act 2009.

I give the Council permission to release my information for promotional purposes.

I accept the terms and conditions as stated above.

FURTHER INFORMATION:

City of Hobart, Cultural Development Coordinator, Sue Hayes
Ph: (03) 6238 2823 (Tuesday – Thursday)
Email: hayess@hobartcity.com.au