

CHATSWOOD MALL
Market
Stallholder Guide 2024



Chatswood Mall Market

Chatswood Mall Market is a beloved feature of the Chatswood Mall operating for over a decade. Each day 40,000 people walk through the Chatswood Mall with a total of 60,000 people travelling to Chatswood every day. The market aims to enrich and enliven the CBD by providing the highest quality arts, crafts, accessories, food and entertainment. The markets are managed by Willoughby City Council.

Many of our regular stallholders form a wonderful connection to our community, with some going on to start successful businesses in the area based on their success at the Chatswood Mall Market. The market has a mix of food stalls (eat now vendors) and retail vendors. Applications are encouraged from businesses selling:

- *Gourmet food items – bread, cheese, charcuterie, sauces, jams, teas, ice creams, prepared meals, coffees, chopping boards, honey, beeswax wraps, olives, keep cups, cook books

- *Gardening – plant stalls, herb stalls, seeds, pots, flowers

- *Nutrition & health – juices, supplements, powders, elixirs

- *Body

- *Accessories - jewellery, handbags, cufflinks

- *Clothing

- *Aromatherapy

- *Herbalists

- *Spiritual

- *Ceramics

- *Paintings

- *Sculpture

- *Photography

- *Textiles

- *Furniture

- *Homewares

- *Kids clothes & accessories

- *Musical instruments

- *Toys

- *Pet Products





How to Apply?

Complete the application form found on the [Chatswood Mall Market web page](#). Accepted stallholders will be contacted directly to provide further details.

Please ensure all information requested is included in your application.

Notification

Applicants will be notified by email and/or phone within two weeks of receiving their application.

Cost and stall type

The fee per market day are:

- \$370 for food stalls – selling food to eat now**
- \$226 for fresh drinks and snacks**
- \$140 for retail stalls**
- \$140 for prepacked food**



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Market



Selection Criteria

Stallholders will be selected on the following criteria:

- Product quality
- Product uniqueness
- Attractive stall presentation

The market will be curated to offer a diverse range of food and products to add value to the local community.

We know from our regular stallholders that clientele take time to discover, engage and adore you. We know that the best chance of success for new retailers is a regular commitment



Quick Guide

- T&Cs** Chatswood Mall Market guidelines and conditions must be adhered to at all times.
- WHS** The stallholder induction form must be signed and returned to council staff before trading for all first time stallholders.
- TRADING** 9am to 9pm Thursday to Saturday. Please note the CMM has a break during Christmas and New Year holiday period and does not operate on Public Holidays.
- BUMP IN** Vehicles access from 7.30am to 9am from Victor St **ONLY** as shown on map on next page. Vehicles **MUST** be offsite by 9.30am.
- BUMP OUT** Vehicle access from 9:00pm to 10:30pm for Thursday. Vehicle access from 9:00pm to 11:30pm for Friday and Saturday or when deemed safe by Council Event staff. Vehicles **MUST** be offsite by 10:30pm for Thursday and **MUST** be offsite by 11:30pm for Friday and Saturday.
- ACCESS** All vehicles driving in and out the mall must be accompanied by a Council Event staff. The recommended maximum height for vehicles to access Chatswood Mall is 2.4m. Vehicles higher than 2.4m will need to pay close attention to the awnings of the buildings, under the guidance of Council staff members.
- LOADING** Dropping / packing outside of the bump in or out hours are allowed if safe. Vehicles can drive into the mall and stop at the entrance to load and unload.
- PARKING** Parking passes are valid for the **30 min and 2hr sections** of the Chatswood Youth Centre Car Park only. It is located at 64 Albert Ave, Chatswood (entrance at Corner of Victor St and Albert Avenue).
- OVERNIGHT** Stallholders trading two or three consecutive days can leave their weighted and secure 3m x 3m
- STALLS** marque with non-valuables onsite over night at their own risk.



Quick Guide – You Supply Your Own Marquee

MARQUEE All stallholders must supply your own 3 x 3 metre marquee or structure.

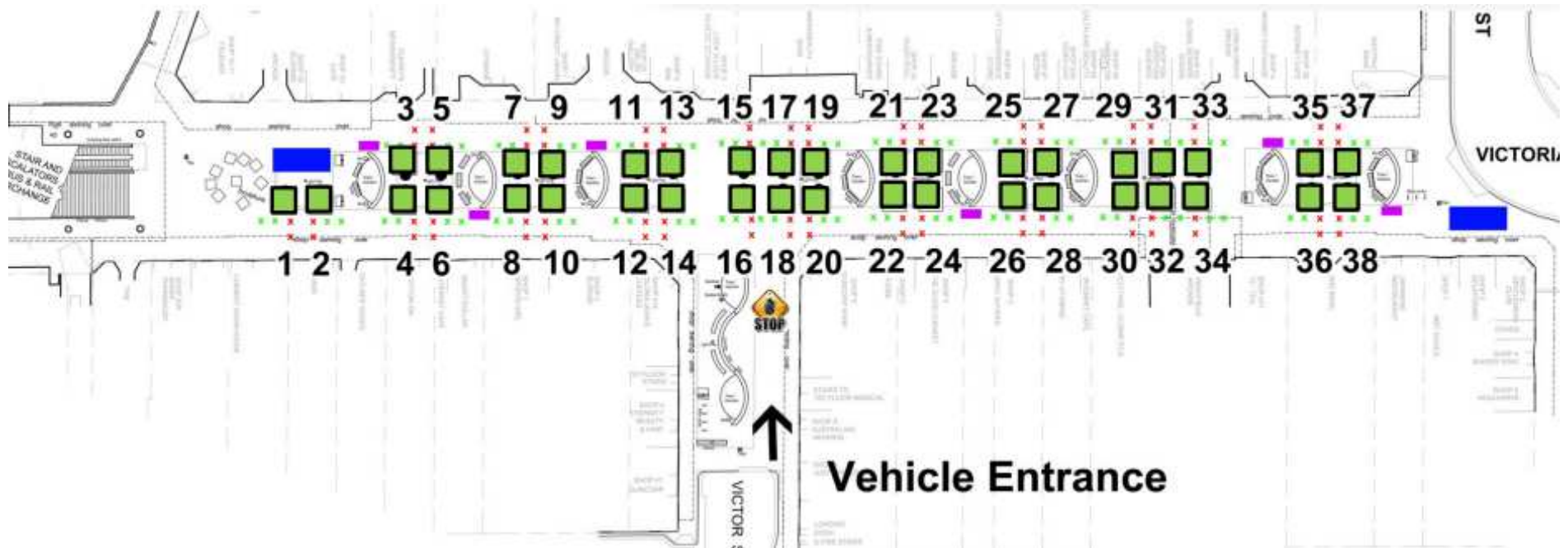
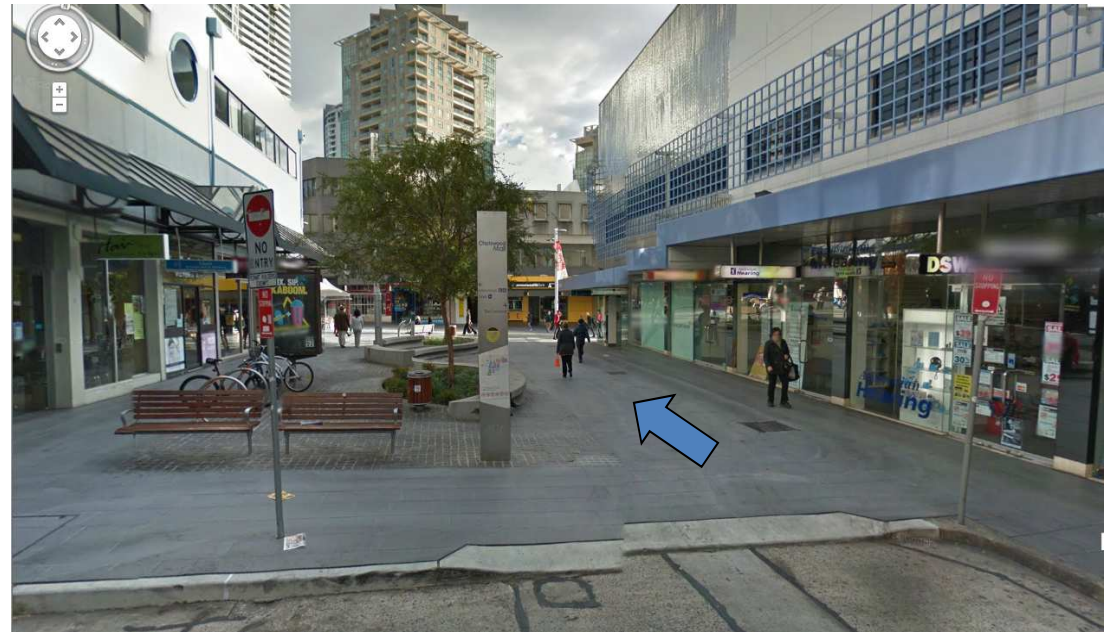


POWER All stalls will share a 10amp circuit. Please make sure your equipment does not need more than 5amps. An electrician is onsite during morning setup to install power for you. You will get an extension cord to your marquee. You will need to supply your own power board for your equipment. All of your electrical items must be tagged and tested by an electrician.

LIGHTING You will need to supply your own lighting for your stall.

Driving into Chatswood Mall

- Enter via **Victor St ONLY**.
- Stop at the check point outside NRMA.
- 5km/h speed limit.
- All moving vehicles must have their hazard lights on.
- Vehicles are escorted **in and out** by council staff member.
- Loading/unloading outside of bump in and out hours allowed at mall entrance marked on map.

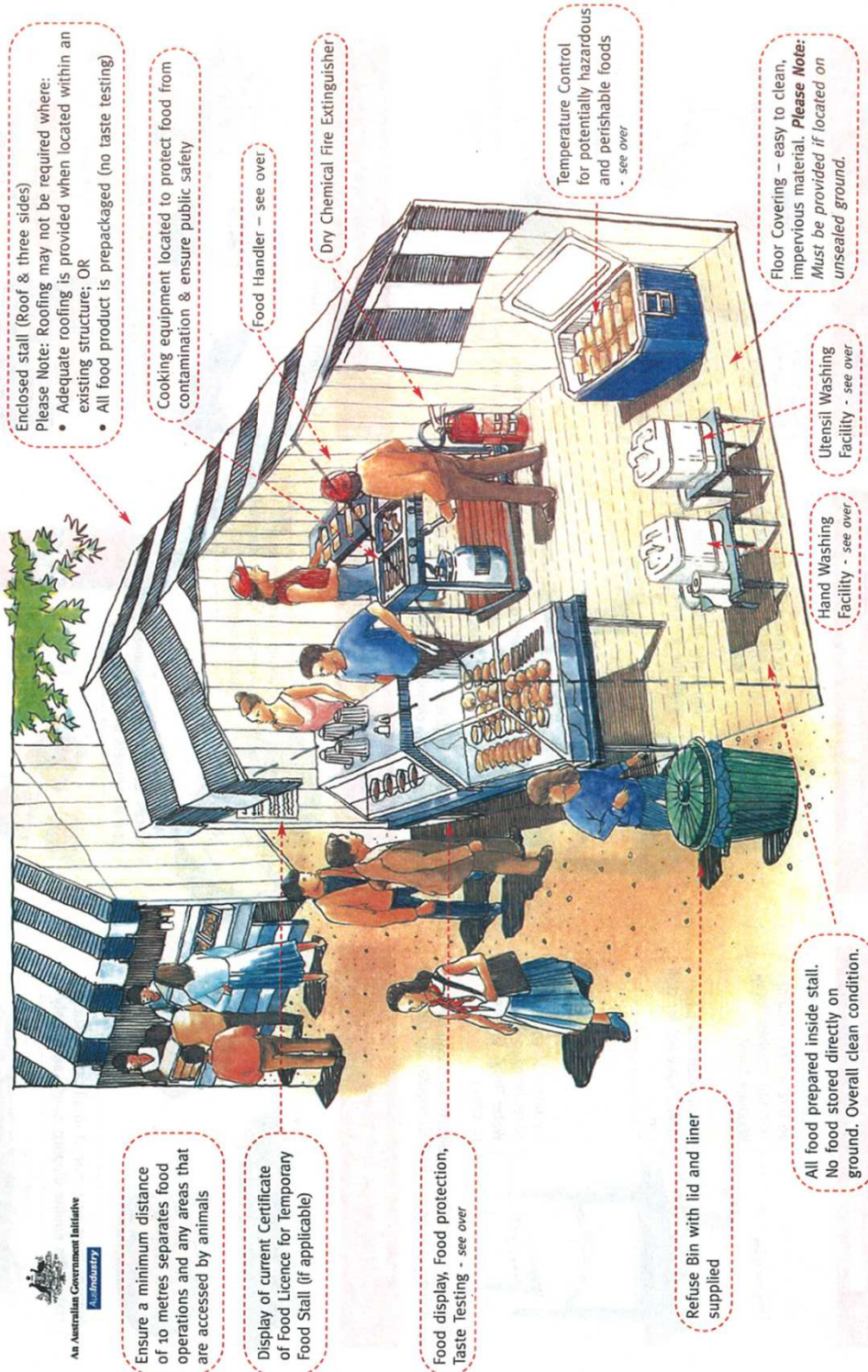


Toilets can be found at major shopping centres.



Evacuate to Endeavour St (parallel to Chatswood Mall) if required.

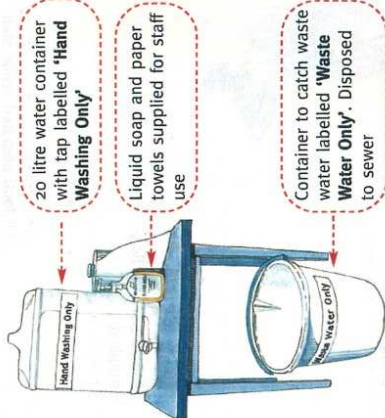
ARTISTS IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



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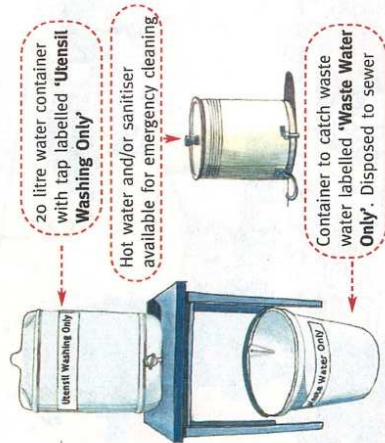


Minimum hand washing facilities



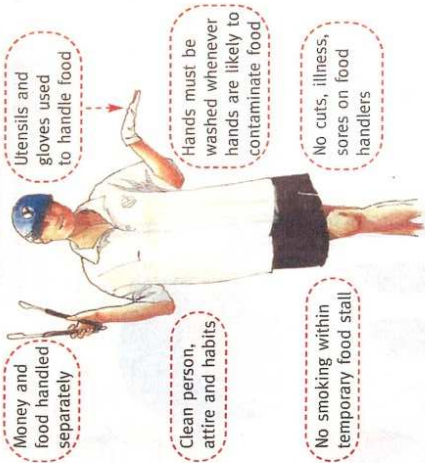
Sinks and basins draining directly to waste water containers may be required for regular market stalls

Minimum utensil washing facilities

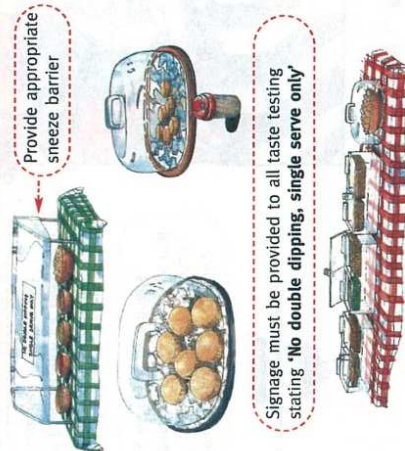


Two containers of sufficient capacity are to also be provided for adequate cleaning of utensils

Food Handlers



Food display, food protection, taste testing



Sauces, condiments and single serve utensils



Temperature control of potentially hazardous food



For further information on this topic, please contact Council