

# Smirks Artisan Garden Market – Expression of Interest (EOI) & Terms and Conditions

## Create a Market with Us!

The City of Kwinana is inviting local Artists and Makers to apply for a stall at the **inaugural Artisan Garden Market**, to be held at **Smirks Cottage** on **Sunday, 3 May**.

This Artisan Market will run alongside and support the *Smirks Cottage Open Day* event.

We are seeking applications from the Artisan community who:

- Hand create their own products for sale, and/or
- Activate a market space with an art-inspired activity

## Artisan Market Guidelines

### 1. Original Work Requirement

All products must be the original work of the applicant.

This may include:

- Completely handmade works (e.g. ceramics, painting)
- Printed products derived from original artwork (e.g. cards, prints, bookmarks)
- Upcycled art (e.g. repurposed furniture, wearable art)
- Jewellery made from sourced, found, or upcycled materials
- Innovative or experimental handmade artforms

### 2. Local Preference

Preference will be given to artists and makers who:

- Reside in the City of Kwinana, or
- Have a strong connection to the Kwinana region

### 3. Stall Fee

A **\$20 stallholder fee** applies.

This fee will be donated to the Smirks Heritage Cottage Group on the day.

#### City of Kwinana Administration

Corner Gilmore Avenue & Sulphur Road, Kwinana WA 6167

PO Box 21, Kwinana WA 6966 | Telephone 08 9439 0200

NRS 133 677 (hearing/speech impaired) | TIS National 131 450 (Translating and Interpreting Service)

Email [customer@kwinana.wa.gov.au](mailto:customer@kwinana.wa.gov.au) | [www.kwinana.wa.gov.au](http://www.kwinana.wa.gov.au)

#### 4. **Application Deadline**

All applications must be submitted by **5:00pm, Thursday 23 April**.

#### 5. **Pre-Event Meeting**

Successful applicants are required to attend a planning meeting:

- **Date:** Tuesday, 28 April
- **Time:** 5:30pm
- **Location:** Smirks Cottage

If you are unable to attend, you must notify the City in advance. Event information will be provided separately where possible.

#### 6. **Stall Setup & Equipment**

- Marquees and trestle tables will be provided and installed by the City.
- Each stallholder will be allocated a designated space.
- Stallholders are responsible for:
  - Setting up and packing down their own products
  - Maintaining their allocated area
- Any loss or damage to provided equipment may be charged to the stallholder.

#### 7. **Sales Responsibility**

Stallholders are responsible for their own sales systems (e.g. cash, card reader, Square).

#### 8. **Insurance Requirement**

Stallholders must provide a copy of valid **Public Liability Insurance** with coverage of **\$10–20 million** prior to the event.

#### 9. **Quality & Safety**

All products must:

- Be of high quality and safe for public use
- Be durable and appropriately packaged for transport

#### 10. **Signage**

Stallholders may provide their own signage (e.g. branded signs or flags) suitable for a trestle table market setup.

#### 11. **Event Atmosphere**

Stallholders are encouraged to contribute to a welcoming and engaging market environment.

## **Event Logistics**

- **Location:** Smirks Heritage Site, 2 Beacham Cres, Medina
- **Event Time:** 10:00am – 3:00pm
- **Bump-In:** From 8:00am
- **Bump-Out:** From 3:00pm
- **Site Exit:** By 4:30pm

Stallholders are expected to remain operational for the duration of the event unless otherwise approved.

No power will be supplied to stalls.

## Entry Requirements

Applicants must provide:

- Full name, contact number, and email
- Website or social media links (if available)
- Artist profile/statement (max. 100 words)
- Up to three images of proposed work (JPEG or PDF), including titles/descriptions
- Public Liability Insurance certificate (\$10–20 million coverage)
- Marketing consent (approval for use of images and business name)

## Marketing Permission

Do you approve your business name and product images being used to promote this market?

Yes

No

## Selection Process

- Submission of an application does **not guarantee a stall**.
- The City of Kwinana retains full discretion in selecting stallholders.
- Applicants will be assessed based on:
  - Originality and quality of work
  - Suitability for the event
  - Local connection

Successful applicants will be notified following the application closing date.

## Fees & Refunds

- Stallholder fees must be paid to confirm participation.
- Fees are **non-refundable**, except at the discretion of the City.
- If the event is cancelled, postponed, or altered, refunds will be considered at the City's discretion.

## Event Changes or Cancellation

The City reserves the right to cancel, postpone, or amend the event at any time due to:

- Weather conditions
- Safety concerns
- Operational requirements
- Other unforeseen circumstances

## **Compliance & Conduct**

Stallholders must:

- Comply with all relevant laws and regulations
- Follow all reasonable directions from City staff
- Ensure safe and respectful conduct at all times

The City reserves the right to refuse or remove any stallholder if:

- Products are deemed inappropriate
- Behaviour is unsafe or unprofessional
- Activity may bring the event or City into disrepute

## **Indemnity & Liability**

- Stallholders participate at their own risk.
- The City is not responsible for loss, theft, or damage to personal property.
- Stallholders agree to indemnify and hold harmless the City against any claims arising from:
  - Their products
  - Their activities
  - Their participation in the event

## **How to Submit**

1. Review all guidelines and requirements
2. Prepare digital assets (images under 2MB recommended)
3. Submit your application via the designated form, portal, or email before the deadline