

# IMPORTANT INFORMATION FOR SELLERS

**SUNDAY, 17TH OF JUNE, 8AM - 12PM**

**CITY OF MELBOURNE BOWLS CLUB  
FLAGSTAFF GARDENS**

**UPON PURCHASING YOUR STALL, YOU WERE PROMPTED TO READ THROUGH OUR  
TERMS AND CONDITIONS FOR SELLERS**

*By purchasing your stall, you agree to adhere to these terms and conditions.  
If you have not read through these yet, please do, as you are unable to participate as a seller  
unless you have read through all our terms and conditions [HERE](#).*

## SET UP/PACK DOWN

### SET UP TIMES

**6:00am - 7:30am**

**FAILURE TO ARRIVE BEFORE 7:20AM WILL RESULT IN YOU FORFEITING YOUR STALL.**

Please ensure that you arrive to set up your stall prior to this time. If you arrive later than 7:30am, we reserve the right to **re-allocate** your stall and racks to another seller as we will assume you are not coming.

If you are running late please PM or email us via social media or at [wardrobewarriorsmarket@gmail.com](mailto:wardrobewarriorsmarket@gmail.com). If you are unable to make it to our market, please let us know prior to the day (if prior to 7 days to the market we will refund your stall fees, if within 7 day there will be **NO REFUNDS OR EXCHANGES FOR NO SHOWS, CANCELLATIONS OR LATE ARRIVALS**)

You can read about our refund policy [HERE](#).

If you arrive prior to this time, you will need to wait to come inside as we are inside setting up for the day. Feel free to start unloading your items and bringing to the front entrance, however we won't be opening the doors for sellers until 6:00am.

### **PACK DOWN TIMES**

**12:00pm - 1:00pm**

There is no rush to pack down, we have our venue booked until 1:30pm. If the market slows down prior to 12:00pm (11:30am'ish), feel free to pack down whenever you feel ready. If there are still people shopping at 12:00pm,, feel free to stay open longer!

As long as we are all out by 12:00pm, we will be all set!

## **PARKING**

Parking for our sellers is unfortunately off venue as there is no on venue parking. We still chose to go ahead with our venue as it has amazing foot traffic from the Queen Victoria Markets.

To find parking on the day, our first suggestion is to utilize the Queen Victoria Market parking located just next door to our venue. This way, you can park, and unload at your own pace. The cost of parking here for the entire day is just \$12.

Otherwise, there are also side streets near our venue that offer 4 hour max parking. This is good for anyone who is just being dropped off in the morning. The streets close by are ***Dudley Street, William Street, Walsh Street, Milton Street, Rosslyn Street and Capel Street***. These streets are \$1.70 per hour, with a max of **FOUR** hours parking total (you would then need to purchase another 4 hours).

The council has **VERY** strict guidelines on park usage and parking, so we need to ensure our sellers and customers park in these areas only or use public transport.

Please make sure to **NOT** park on council lands or grass, other people's property or over a driveway or keep clear zone. Please make sure to follow all street signs, rules and traffic controllers if applicable.

Once parked, you will then be able to unload your vehicle and come through to our sellers entrance located at the front of the Flagstaff Gardens, Melbourne City Bowls Club. We will then show you to your stall location. You are able to use the rear door to our venue once we have shown you to your spot!

Parking is a first come, best dressed situation, so please ensure to arrive during our allocated set up times of **6:00am - 7:30am** to secure yourself a park.



*Wardrobe Warriors Market is **NOT** responsible for any loss or theft of property from outside or inside our venue, damage to vehicles or otherwise outside or inside our venue so please ensure to follow signs and road rules and watch your items when unloading your cars!*

## STALL INFORMATION

### STALL SIZES AND LOCATIONS

All of our stalls are pre-measured for our sellers before they arrive. All stall sizes are measured **EXACTLY** as listed below. These sizes are listed on our social media, ticketing site and our

website and prior to purchasing a stall, you were informed of the sizes of stalls and that **NO REFUNDS** are given to sellers who failed to acknowledge the size of the stall they purchased.

Please ensure you **DO NOT** exceed this size limit as we have **EXACT** measurements throughout the venue. Please do not assume that you can have extra space if you rock up with extra items to sell. All stalls come empty and it is up to the seller to provide fixtures for the stall.

***If you have too many items or you do not fit, you will be asked to remove items until you fit inside your allocated space or to forfeit your stall.***

## **LARGE STALLS**

Large stalls are measured at **EXACTLY** 2.5m x 2.5m. There is no give or take. This is the size you will be given if you have purchased a large stall.

Large stalls can generally fit up to two racks (possibly three racks if they are smaller) comfortably, or any variation of this (two tables etc.).

If you are unsure whether or not you will fit inside your stall, we suggest to mark this out with tape at home. ***If you arrive at our market and do not fit inside your allocated stall space, you will be asked to remove items until you fit inside or you will forfeit your stall.***

## **SMALL STALLS**

Small stalls are measured at **EXACTLY** 2m x 1.5m. This is no give or take. This is the size you will be given if you have purchased a small stall.

Small stalls can **ONLY** fit **ONE** of the following: **ONE** standard rack with one side (**NO DOUBLE RACKS**) **OR ONE** table **OR** 2-3 suitcases/buckets/boxes/baskets and a small space underneath your table or rack for shoes. You can also fit a small stool or chair for you to sit.

If you are unsure whether or not you will fit inside your stall, we suggest to mark this out with tape at home. ***If you arrive at our market and do not fit inside your allocated stall space, you will be asked to remove items until you fit inside or you will forfeit your stall.***

***PLEASE do not assume that you will be able to purchase more space on the day. We are usually 100% sold out and are at full capacity, and whilst there may be a chance that we have more space, we generally do not.***

## LOCATION OF STALLS

You will be allocated a stall when you arrive to our venue. All of our stalls have been pre-measured and ready to go for when you do arrive.

If you have purchased two or more stalls, we will automatically make sure that these stalls are placed together for you **UNLESS** you have purchased a small and a large stall. Small stalls are placed around the perimeter of our layout and the large stalls are in the middle. So your small stall will be **IN FRONT** of your larger stall unless we can squeeze in a small spot next to you

If you would like to be next to a friend who is also selling at Wardrobe Warriors, you can either email us to let us know (please ensure to have emailed us at least 24 hours prior) OR you can both arrive at the same time to be placed next to each other.

If you have a disability, injured, pregnant, sore back from soccer practice, stubbed your toe on the door and can't walk or any other condition that may require you to be close to our entrance for easier unloading, please email us 24 hours prior to our market.

**PLEASE** only request a stall near an exit or bathroom if you 100% need it. This way we can ensure those who really need this location, can be catered to first.

## FIXTURES AND FASHION

### PROHIBITED ITEMS AND FIXTURES

Sellers are **PROHIBITED** from selling the following: used sleepwear, underwear or swimwear, fake or replica items, makeup, cosmetics or fragrances. Sellers are also unable to sell children's toys. The QLD Government, Office of Fair Trading, administers a range of national mandatory safety and information standards and bans for particular products supplied in the consumer marketplace, including weekend markets. Standards apply to children's toys, nightwear, cosmetics and care labeling on clothing and textiles. Full details of these regulated consumer

products can be viewed and downloaded from the Australian Competition and Consumer Commission (ACCC) website at <http://www.productsafety.gov.au>.

***Any seller who is found to be selling these items will be asked to remove the items or leave the market.***

Sellers are **PROHIBITED** from bringing the following fixtures: Gazebos, clotheslines, clothes dryer Racks, pop up tents, change room tents (we have change rooms), mirrors without a secure form of stabilization, broken equipment.

***Any fixture that is deemed to be unsafe by Wardrobe Warriors Team on the day will be asked to be removed, or the seller will need to leave the market. For more information about prohibited items check out our t's and c's [HERE](#).***

## **ITEMS THAT CAN BE SOLD**

Sellers are able to sell anything that is fashion/fashion related (that is not in the prohibited list of items) for women, men, children and babies.

**PLEASE** ensure that you are **ONLY** selling items that are in good, saleable condition. No rips, pilling, stains, tears, smells, shrinkage, pulling etc.

We do not have a restriction on what brands you can sell, as it is entirely up to you what you sell. But we suggest that the items you bring along are in season, on trend, in good condition and from brands that customers will be wanting to purchase.

**EXAMPLE:** Susie is a student at Griffith Uni. She has a part time job as a receptionist but because of her studying, Susie is on a super tight budget. When Wardrobe Warriors isn't on. Susie shops at op shops, scoring mega bargains on brands she could never afford. She also frequents Kmart and Target because they are affordable for her.

***What does this mean for Susie?*** It means Susie is not going to be coming to Wardrobe Warriors chasing anything from Kmart or Target, or any other brand she can usually afford to buy brand new. She is chasing the brands she cannot afford to buy brand new. Like Cue, Portmans, Lorna Jane, Witchery, French Connection etc.

***What does this mean for you?*** Don't bring along items that are on the lower end of the pricing scale. If you can purchase it for less than \$30, chances are you won't be able to get a lot, if any, of money for it.

**Wardrobe Warriors DOES NOT guarantee how much money on any given market that any seller can or will make.**

**Wardrobe Warriors provides a space and a platform to be able to sell items, however we are not responsible for whether or not a seller has a 'good' day.**

## **DECORATIONS AND SIGNAGE**

We want you to have fun (although this sellers information does sound like we are nagging a bit, but it is all for yours and our protection) so please feel free to bring along any decorations, rugs, plants, pom poms and whatever other decorations you are feeling that day. It will make your stall stand out from others and look unique.

We 100% encourage you to bring signage so that your sellers know what they are buying and for how much. Bright signage helps attract more customers to your stall.

## **EXAMPLE OF SMALL AND LARGE STALL LAYOUTS**



# ON THE DAY

## WHAT TO BRING ALONG ON THE DAY

- ***A cash till with a lot of small notes.*** (don't bother bringing \$50 notes as this is what everyone uses!). There is an ATM on site as well and we will try to help our sellers with whatever change we have during the day.
- ***Somewhere safe to store your cash till.*** A bum bag, lock box, chain and ball, whatever you have to do, do it, make sure your cash is safe!
- ***Bags for shoppers or a sign for the environment.*** Come July 1st, we will be placing a ban on plastic bag use inside our markets. Until then, you are able to get rid of your plastic bags here, or use paper or anything else you may have. We will also have signs that state you will not have bags because you want to help save the environment. Let us know on the day if you want one!
- ***Clothing, Hangers, Tags, Pens.*** What's a fashion market without the clothes!? Make sure to bring along as many hangers as you need, as well as your tags for your clothes, signs and of course, extra pens etc.

## BATHROOMS AND CHANGE ROOMS

Our venue has multiple bathrooms, men's and women's on both sides of our market, as well as in the middle of our venue. There are also change rooms and mirrors located inside of these. It is up to **YOU** if you want to let someone try items on, you can ask your customer to leave their licence or other ID with you until they return your item, or just straight up refuse. It is all up to you and at your own risk if you let someone take your item to try.

We have placed signs throughout the bathrooms and change rooms informing customers to take back the items to the seller they took them from.

If you are selling alone and need to step out for whatever reason, grab one of the Wardrobe Warriors Team and we will look after your stall while you go :)

## FOOD AND DRINKS

There is a cafeteria located in the right hand side of our market, you will be able to purchase food to eat from here. **WORD OF WARNING!** Coffee at our venue isn't the greatest (in fact it's borderline instant coffee), so make sure to grab a cuppa before heading in.

If coffee isn't tickling your fancy and you would prefer to wet your whistle, the bar will be open and pumping out drinks all day (alcoholic and non-alcoholic). Of course, if you are not of age, you will not be able to drink alcohol. If you are 18 and above... see you at the bar!

## ATM AND SMOKING

There is an ATM on site! It is located on the right hand side of our market and across from the bar **HOWEVER** it does tend to run out fast! Australian law states that you are not permitted to smoke in or near an entrance to our venue. If you need to have a cigarette, the club has designated smoking areas.

Please keep an eye out for these and smoke only in these permitted areas! If you do not have any help on the day, let us know and we can look after your stall while you pop out for a smoke break!

## RUBBISH REMOVAL

There are large rubbish bins located on each side of the market and multiple in the middle of the venue. Please make sure to put any rubbish you may have inside of these bins. Please **DO NOT** leave **ANY** large rubbish items next to these, you will need to take these with you.

Any seller that leaves their stall filled with rubbish will be placed on a ban list, and will be unable to sell again.

## PERSONAL CONDUCT

Wardrobe Warriors Market is a small team of 3 people, we are small to keep our costs down. We will do everything we can to ensure that your day runs smoothly and that everyone has fun

**HOWEVER** we will **NOT** tolerate swearing or abuse (physical or verbal) from any seller or customer.

We reserve the right to cancel any stall we deem to be unfit for our market or if the seller has shown aggressive and/or abusive behaviour to either our team, the venue's staff, other sellers or any shoppers. We have an undercover security team within our market to ensure everyone's safety on the day. If you would like to read more about our procedures please read our T's and C's [HERE](#).

## EMERGENCY PROCEEDURES

In the event of an emergency, please follow instructions from Wardrobe Warriors Team and Venue staff. Please leave **ALL** items and once instructed, remove yourself from the venue to our safety meeting point.

Our meeting point for **ANY** fire, emergency or evacuation is on the bowling greens directly outside of our venue. Remain calm, help those who may need help and group together at our meeting point.

Our staff have First Aid training and a First Aid kit on site at all times. If you have injured yourself, please inform our staff **ASAP**.

## ADVERTISING

Wardrobe Warriors Market does everything that we can to ensure our event is well advertised and a huge success. Obviously we want our sellers to do well so that we can keep on keeping on!

We advertise via social media channels and paid advertising as well through these channels. We also distribute flyers, banners and signs within our venue location and at events throughout Australia. We also contact media and bloggers, magazines and newspapers and run regular paid competitions.

## TIPS AND TRICKS

**PRICING** - A good method of deciding on your prices is to take it's original price, let's say \$80 for a dress from a boutique. It's in good condition, so you decide to sell it. This dress, if it is still from a recent season or current (not 5 years ago), would be able to be sold for a quarter of what it was originally worth, \$20. If it is not current or has seen better days, you would be looking at anywhere between \$2-\$20.

An even easier way to price items is to group price. Make an entire rack \$10 or 3 for \$25. This way, your customers can easily shop through one price tag **AND** it get an even better deal, encouraging them to buy **MORE**.

Check out our blog post about pricing [HERE](#).

**ADVERTISING** - Instead of thinking as your stall as a market, envision it as a garage sale. Which is essentially what Wardrobe Warriors is. As much advertising as we do on our end, word of mouth is how we have thrived and there is nothing quite like it.

Sellers who do the following are more likely to have more customers and sell more on the day. And if every single seller invited just 20 people each, that is a reach of 800 people from just our sellers!

- **Invite your friends and family to our event page on Facebook.** Gone are the days of billboards and radio ads. Social media is where it is at. If you invite your friends to our event page, this will show on their page to their followers, and so the chain continues. You can invite your friends to our event page [HERE](#).
- **Post to Gumtree and other event sharing platforms.** We do too, but the more the merrier!
- **CHECK IN!** Check in to our market when you arrive, this will show your followers who we are, what we do, what time we start and where we are at!

**NEED MORE INFORMATION?**

If you still have any questions or need to know some more information, check out our website [HERE](#).

You can also email us directly at [wardrobewarriorsmarket@gmail.com](mailto:wardrobewarriorsmarket@gmail.com) or via our social media [HERE](#).

We are extremely busy on the day of our market and we may not be able to check our social media or emails throughout the day. If you are no longer able to attend, please send us an email and we will get back to you as soon as possible.

If for any reason you have a **MAJOR** emergency, you can also contact our venue via telephone (03) 83290211. This is for an **EMERGENCY** situation only (broken your leg in the carpark of Wardrobe Warriors, someone has stolen your stall and is attempting to use it, situations that are actually out of the ordinary). If you simply are running late or cannot make it, please just email or contact us via social media.

We are looking forward to seeing you all at our Wardrobe Warriors Market!

If you are running late or can no longer make the market please email us at [wardrobewarriorsmarket@gmail.com](mailto:wardrobewarriorsmarket@gmail.com) or via our social media [HERE](#).

## **WE CANNOT WAIT TO SHOP YOUR WARDROBES TOMORROW AT OUR JUNE MARKET!**

**REMEMBER, SELLERS CAN ARRIVE BETWEEN 6:00AM AND 7:30AM FOR SETUP!  
DUDLEY STREET, FLAGSTAFF GARDENS, MELBOURNE CITY BOWLS CLUB**

### ***Hello Melbourne Sellers!***

Thank you for your patience as we updated our sellers information packs. This email and the attached information pack has SUPER important information regarding our market this Sunday! If you are selling with another person, please make sure to send this on to them!

**REALLY, REALLY, REALLY IMPORTANT INFORMATION AND WHAT YOU NEED TO  
KNOW!**

### **ARRIVAL TIMES**

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## ADVERTISING

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