

The Dock Market

Information for Prospective Traders

Thank you for your interest in trading at the DOCK Market!

Having started in July 2014, our wee market has continued to grow and blossom into what it is today. 2016 was our best year yet! We reached the finals of “Belfast Business Awards” and achieved our Certificate of Excellence from Trip Advisor as well as working with amazing companies like Yelp! OhhSocial! And Belfast Photo Fringe Festival. We are extremely proud of our market family, and we are really excited that you are considering being a part of it. We love welcoming new “DOCKies” to join our adventure!  
  
Before filling out the application form, we advise everyone to have a read about who we are, because there are a few quirky little things that may be different from other markets you have traded at. Here is a direct link to our story: <http://www.the-dock.org/blog/2014/boat-umbrella/>

One thing we love for our market is local people making their own unique products- that is why you will only see handcrafted/ upcycled products at our markets.

We are also huge supporters of creating community and not competition amongst our stall holders, so we limit the amount of each category trading at each market. This may mean that might have to wait a little longer before we can have you showcase your wonderful products at our market- but don’t worry- we will get you in ☺

Our markets take place in the Odyssey Pavilion (between Odyssey Bowl and w5)   
Titanic Quarter, Belfast . We trade on 2nd and 4th Saturdays February-June and August-December 11am-5pm.

How we operate at the DOCK Market

* All applicants must supply us with a copy of their valid public liability insurance when submitting their application. Unfortunately, we cannot process applications without PLI.
* All items must be handmade, by the person selling the product. We pride ourselves on being a “meet the maker market.” A member of the DOCK committee will walk round all stalls during the market to inspect your products. Any products which are not handmade, will be asked to be removed. Regular/permanent stall holders are allowed 4 “holiday weeks” in a year which allows them to get cover for their stall.
* If you are selling food, cosmetics, children’s toys or candles we will ask to see all of the relevant regulatory documents and include details of these with your application.
* Table Rent: The DOCK has an “honesty policy” on all of its enterprises. On any given market day there will be an honesty box beside the tea and coffee bar and one near the door. We ask stall holders to leave a donation before they leave in one of the donation boxes. A recommended donation is £10 or 10% of sales, whichever is greater. The money which is raised after each market pays for the next market/ improvements to the space. We have tables and chairs available for you to use- they have all been donated so vary in shape and size- if you would prefer to bring your own table please let us know.
* We want our customers to have the best possible shopping experience, so please feel free to bring props, signage, and table coverings to help display your product clearly. Think outside the box, the quirkier the better! The DOCK Market will supply you with a small frame with our logo on it- all stalls are required to display this clearly on their stalls when they are trading with us.
* If you are unable to make a market, please let us know before Monday of any given market week. If you let us know after Wednesday, we ask for a donation of £10 to be made to the DOCK via the paypal link: [www.the-dock.org/donate](http://www.the-dock.org/donate) . You will be unable to trade with us again unless the donation has been made.
* The Market will be available from 9am for stall holders to set up, if you have not arrived by 10.30am we will regard it as a cancellation and will ask for a donation to be made before you can trade with us again.
* Doors will be open at 11.00. We would ask that all traders have their stalls set up by 10:45 and do not begin packing up until 16.40 (unless prior permission has been given).
* Unloading- on arrival you will be greeted by a member of our “ops team”. They will show you to your space, show you the tea/coffee facilities direct you to the nearest loo and help you unpack if need be. Our ops team are fellow traders, so they know what it is like to be in your shoes. Getting round the back of the Odyssey can be tricky - we will post a video of how to get there on the Facebook group before each market.
* Although we have electricity in our building, priority of power is given to food traders before any other stall. If you require power for your stall, please speak to Lynne or Joachim before the market event. If you are using power, we may ask you to pop a small donation in the honesty box to help cover our bills.
* Parking: On your first week we recommend you park at the “SSE Arena back carpark” It is £5.80 if you prepay. If you decide to trade with us again we will ask you to fill out a “permit form” which will allow you to park at “cast and crew restaurant” for £3.50 a day.

* The DOCK Market, wants you to have a great time at our markets, and our current traders are all lovely and will help cover your stall for much needed toilet breaks, but we can not be held responsible for any loss or damage that may occur at any time during the event. Valuables, including cash boxes should not be left unattended at any time.
* Please make sure all products, fixtures and fittings are securely fixed to your stall. We do not want you/anyone else to experience loss, damage or injury. If you notice something that may cause loss, damage or injury in the building itself- please let a member of “ops team” know so they can fix it.
* We are proud to be a dog friendly market, and welcome customers with dogs on leads to shop with us.
* We believe our market is very special, and we want everyone to know about it! That is why we try our best (with the donations from the previous markets) to promote the market as best we can. We use Facebook, Twitter and Instagram to advertise our market. Fliers are also available and our distributed to all the businesses and residents in the local area. We have support from Love your Local Market UK, Mast Ireland, Love your Local Market Ireland and TQ Events Belfast who regularly feature us on their “most visit blog” Love Dog NI and Bloom magazine publish all our upcoming markets, and Belfast Live regularly have us on their “top 5 things to do this weekend” list. We also have some rave reviews from customers on our Trip Advisor page which helps increase footfall from tourists. As we are a social enterprise, we expect all stall holders to be actively promoting the DOCK Market by handing out fliers, and promoting on social media.
* As the market is ran by volunteers, we ask that all stall holders promote the market by handing out fliers, distributing them in their local area and by promoting the market on their social media pages.
* It is the DOCK market's policy to offer only one week to new stalls. This is to allow the trader to decide if the market is appropriate for their product. On your first week, one of the management team will discuss whether you would like to continue trading at the market more regularly and will discuss possible dates with you. (Please note we reserve 5 slots each market to allow new traders a chance to trade regularly).
* Once we have approved your booking form we will invite you into the closed group on Facebook page. This will provide you with up to date information about each market- it is also a chance to chat with traders etc.
* Since July 2014 we have been truly overwhelmed by the amount of applications we have received. If you are unsuccessful in your application do not get disheartened. In order to rotate our traders fairly we can only allow a certain amount of traders in each category. We will keep your application on record for 6 months, so if we have a cancellation we may be able to offer you a space. If you have not heard from us in 6 months, please do apply again so that we know you are still interested in trading with us, it also gives us a chance to review your application and hopefully be in a position to offer you a space.

The DOCK Market Application Form

Name of Business

Name:

Address:

Contact Number:

Email Address:

Twitter: Facebook:

Instagram:

Our market is aimed at high quality artists, designer/makers, craftspersons who design and make their own work and want a unique, warm & friendly selling opportunity.

We are currently looking and accepting application forms for stallholders who:

* live locally
* design and make their own products
* are sympathetic to the ethos of The DOCK, (please read about our story before applying - <http://www.the-dock.org/blog/2014/boat-umbrella/>)
* will advertise and promote the market to help increase awareness of the market.

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| Type of Craft or product; please give full details of what you wish to sell, where it is made/grown where the products are sourced. If you bring goods on the day which you have not listed on this form you will not be allowed to sell them. |
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| How do you meet the ethos of The DOCK? (read about our ethos here: <http://www.the-dock.org/blog/2014/boat-umbrella/>) |
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| How long have you been making your product? |
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| How did you hear about the DOCK market? |
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| Have you visited the DOCK market before?  If yes, did this help with your decision to apply for a stall?  If No, what has helped your decision to apply for a stall with us? |
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| Throughout 2017 we hope to hold “workshops” to allow our customers a chance to make their own creation and take it home with them. Would you be interested in holding a “workshop”? |
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BEFORE YOU SUBMIT- have you attached the following documents?:

Please enclose images of your proposed items   
(links to social media will not be accepted) Yes / No

Please Enclose Copy of Public Liability Insurance (please circle) Yes / No

Environmental Health Registration (Food Stalls Only) Yes / No

With which Council? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food Hygiene Certificate (Food Stalls Only) Yes / No

The Dock Market management team reserve the right to refuse any application.

Please return completed booking form to lynne@thedocktq.org or hand to a Lynne or Joachim at The Dock Market or DOCK CAFÉ

Once passed we will try our best to provide a space for you at the next available market

NB: The form must be completed and returned along with the requested copy of public liability insurance in order to be on the list for a space.  
To help us make a speedy decision, please also include photos of your work- links to social media pages will not be accepted.

If you require any information about The Dock Market then do not hesitate to contact us:

Lynne Gibson – [lynne@thedocktq.org](mailto:lynne@thedocktq.org)

Joachim Speier - Joachim@the-dock.org