

Melbourne Art Book Fair Terms and Conditions for Stallholder Fair Participation

1. Trade in the Stallholder Fair at NGV International for the full period of the Stallholder Fair, Friday 16 – Sunday 18 May, 2025, as per logistics schedule in stallholder agreement;
2. Make payment in full for the stall as per payment terms outline in stallholder agreement, unless otherwise agreed in writing with NGV contact;
3. Cover all related hard costs involved for their participation, including but not limited to staffing, shipping costs, and production;
4. Undertake promotional activity related to the Melbourne Art Book Fair and include the supplied NGV and Creative Victoria acknowledgment on all marketing material (print and digital) promoting the Program(s) as part of Melbourne Art Book Fair 2024 – **all printed materials must be submitted to the NGV Marketing contact for approval a minimum of 5 days prior to the print deadline;**
5. The NGV and Creative Victoria will be acknowledged according to the following credit line: **This event is part of Melbourne Art Book Fair 2025, presented as part of Melbourne Design Week, an initiative of the Victorian Government.**
6. Provide all requested assets (inclusive of but not limited to, images and copy) through the user portal;
7. Deliver all stock and materials as per timeline and instructions detailed in stallholder agreement;
8. Provide and maintain EFTPOS sales terminals for payment. Provide customers with proof of purchase in line with ABN and related taxation requirements.
9. This Expression of Interest (EOI) serves as an invitation to express interest only. The National Gallery of Victoria (NGV) reserves the sole right to curate, coordinate, and contract participants for the Fair. Please note that no further discussions or negotiations will be entered into regarding selection decisions.
10. Stallholders presenting at the NGV, must comply with all Occupational Health and Safety (OH&S) legislation, including NGV policies and procedures, and relevant Codes of Practice when on NGV premises;