

COBURG
Night Market



2017 STALL HOLDER INFORMATION

APPLICATIONS CLOSE

5 pm Monday 21 August 2017



Moreland City Council

INTRODUCTION

The Coburg Night Market is a highlight of summer in Melbourne's north. Over the past five years it has become a well-known event in the area, attracting up to 10,000 people per night. Families, young and old come to enjoy good food, good music and unique, local products.

The market comprises:

- Food vendors providing a wide range of multi-cultural food;
- 1 – 2 bars (the entire site is licenced);
- General merchandise and Artisan stalls with an emphasis on the innovative, unusual and quirky; and
- Bands showcasing a range of different musical styles, roving performers and children's activities

KEY DATES

APPLICATIONS CLOSE
5 pm Monday 21 August 2017

SUCCESSFUL APPLICATIONS NOTIFIED
Tuesday 12 September 2017

FEES DUE IN FULL
Friday 10 November 2017

COMPULSORY STALL HOLDER INDUCTION
Tuesday 14 November 3pm or 6pm

MARKETS
Friday 24 November
Friday 1 December
Friday 8 December
Friday 15 December

WHAT WE ARE LOOKING FOR

General merchandise stalls: The Coburg Night Market is looking for innovative and unique fashion, accessories, art, homewares, artisan toys, gourmet packaged foods and vintage wares.

Food and drink stalls: Food plays an enormous part in the success of the market. We place a strong focus on quality food that reflects Coburg's multicultural character, particularly that which is prepared fresh on site; "sizzle, aroma and theatre". Vegetarian and halal options will be highly regarded.

The following qualities will be considered when assessing stallholder applications.

- Products on offer
- Stall set-up, including attention to aesthetics and any physical constraints
- Applicant's retail and business experience and financial situation
- Flexibility and ability to fit in with other stallholders and to work with market organisers

TIMES

The market is open from 5:30 pm to 10 pm. Set-up times will be confirmed closer to the date. Stallholders may not store anything on site between markets.

STALLHOLDER FEES - FOOD

Category 1

Food Stall A: Food Truck

\$2,600 ex GST for full, four-night season

This category includes:

- 6m x 3m space* (3m x 3m space is optional but charged at same price)
- 15 Amp of electricity
- Premium marketing

Category 2

Food Stall B: Food Cart

\$1600 ex GST for full, four-night season

This category includes:

- 3m x 3m space
- No electricity included

Please see map at the end of this document for placement of stalls to assist with selection. Please note that we do not accept requests for specific stall locations.

STALL HOLDER FEES – ARTISAN/ MERCHANDISE STALLS

Merchant Stall- powered

\$150 ex GST per night (\$600 ex GST for season)

This category includes:

- 3m x 3m* space
- 10 Amp of electricity

Merchant Stall- unpowered

\$110 ex GST per night (\$396 ex GST for season)

This category includes:

- 3m x 3m* space
- One battery powered light

TERMS & CONDITIONS

CANCELLATION CHARGES

Stallholders are required to attend every market night they book. There are no refunds or credits for failing to attend for any reason whatsoever.

In addition to the loss of stallholder fees, a cancellation fee equivalent to one full night's fee will be claimed as damages for each night you fail to attend the market (whether or not prior notification is given).

MARQUEES

Marquees are not included in stallholder fees. Traders must hire a marquee from market organisers, or bring their own. Marquee hire fees, including set-up and pack-down, are as follows:

- 3m x 3m - **\$150** ex GST per night
- 3m x 6m - **\$300** ex GST per night

LIGHTS

While the market grounds will be lit, internal lights are not included in stallholder fees, with the exception of unpowered merchant stalls. Traders must hire internal lights from market organisers or bring their own. Restrictions may be placed on the type and level of lighting.

Internal lights can be hired for **\$25** +GST per night. It is recommended that traders use at least one internal light for each 3m x 3m of space.

POWER

In addition to the power included in stallholder fees, traders may purchase extra power for **\$30** per 15 Amp.

*NOTE

Power leads are not included in stall holder / power fees. All stall holders must supply their own power leads.

All electrical leads must be 20 metres in length (unjoined) to access on-site power.

All electrical equipment must be tested and tagged by a suitably qualified person before being brought to the event.

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SAFETY

Stallholders should be aware of and ensure compliance with the relevant standards of all gas appliances set by Energy Safe Victoria.

For further details you can contact Energy Safe Victoria on 1800 652 563 or visit www.esv.vic.gov.au

Moreland City Council maintains high levels of site occupational health and safety. It is the responsibility of the stallholder to operate their stall in a safe manner and to fully implement any regulatory requirements to achieve this.

INSURANCE

Stallholders must have public liability insurance; for a minimum of \$10 million, which covers them for the activities they undertake at the market. A copy of their public liability insurance Certificate of Currency must be provided with applications.

SUSTAINABILITY

The Coburg Night Market supports sustainable event practices. Please minimise the amount of packaging you use and produce at your site. It is recommended that all packaging be recyclable and that all stalls reduce or eliminate the use of non-recyclable packaging, particularly food / drink packaging, such as polystyrene. **Plastic bags are banned from all Moreland City council events.**

SMOKE FREE EVENT

Please note that due to new legislation, smoking is now banned from all outdoor dining areas, including food fair events such as the Coburg Night Market.

SITE INDUCTION

Stallholders will be required to attend a site induction at either:

- 3 pm, Tuesday 14 November; or
- 6 pm, Tuesday 14 November.

TERMS + CONDITIONS

- Council reserves the right to select stalls based on achieving a balanced mix of goods and services for the event. All decisions are final and no negotiation will be entered into.
- Council reserves the right to refuse incomplete applications.

- Once confirmation has been received and invoice issued, no refunds will be made.
- Council reserves the right to cancel a site if fees are not paid by the due date.
- The Event Manager; at his/her discretion, may direct a stall holder to leave if his/her behaviour is deemed offensive or unsafe. If a stallholder is directed to vacate a site, any fees paid will not be refundable.
- In the event of inclement weather or other unforeseen circumstances, that in the view of the Event Manager, pose a reasonable risk to the safety of staff, contractors or patrons of the event, Council reserves the right to CANCEL the event whereby there will be no refunds for any fees incurred by stall holders.
- Stall holders must remain on site for the duration of the event. There is no early pack up at this event.
- Stall holders must abide by any lawful direction by event staff on the day of the event.

STALL HOLDER LICENCE

Successful applicants will be issued with a market licence. The licence is subject to stallholders complying with the terms set out in this document and any other documentation or direction given to them by market organisers. In addition:

- The applicant may sell only goods or services listed on their licence
- While market organisers aim for a balanced mix of goods and services, no product exclusivity will be guaranteed
- The applicant must maintain the highest possible standards of presentation and service
- Market organisers reserve the right to give further directions regarding stall set up and signage
- The proposed licence is not assignable or otherwise transferable
- The licence may be terminated by market organisers without notice for a breach of the terms set out in this document, or for any other reason whatsoever by giving seven days' written notice

PRIVACY AND DECLARATION

Moreland City Council has a privacy policy in relation to the collection and use of your personal information.

Moreland City Council is collecting the information on this form submitted by you for the purpose of assessing your application for stalls at the Coburg Night Market and if accepted, administering your licence in the future.

The information may also be disclosed to provide reference for you for other landlords or their agents in relation to any future tenancy you may apply for and to Moreland City Council's legal advisers for purposes associated with your licence. Part of this information, that is, business name, goods/services details and stall location may also be disclosed to members of the public for the purpose of promoting the Market and its activities. Apart from these limited circumstances the information collected on this form will not be disclosed to any individual or organisation without your consent or unless the disclosure is required by law.

If you would like to request access to any of the information collected on this form you may contact our office.

Where you have provided us with personal information relating to other individuals, such as reference contact information, we encourage you to inform those individuals that you have disclosed this information to Moreland City Council and why, that they can request access to that information if they wish and that Moreland City Council will not disclose that information to third parties.

By submitting your application you confirm that:

- You have read the above and acknowledge the collection and use of your personal information as outlined above in this form;
- You have read and understand this document and agree to its terms;
- You are a permanent Australian resident;
- You are not currently an insolvent or a bankrupt pursuant to Bankruptcy Act 1966;
- To the best of your knowledge the information you provide is true and correct in every particular at the time of making an application;
- You understand that if you fail to attend, you will not be refunded your stallholder and equipment fees and in addition will be required to pay market organisers a cancellation fee equivalent to one full night's fee for each night you fail to attend

SUBMITTING YOUR APPLICATION

2017 Coburg Night Market Vendor applications can be submitted online at <http://moreland.kickerberry.com/>

2017 Coburg Night Market Vendor applications close **5 pm Monday 21 August 2017**.

Successful applicants will be contacted by **Tuesday 12 September 2017**.

To enquire about your application email coburnightmarket@moreland.vic.gov.au or phone 9240 1111.

COBURG NIGHT MARKET 2017 MAP

