



APPLICATIONS CLOSE 5PM, TUESDAY 3 SEPTEMBER 2019.

Coburg Night Market is a highlight of summer in Melbourne’s north. Over the years it has become a well-known event in the area, attracting up to 10,000 people each day. 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 multicultural food;
- 2 bars (the entire site is licenced);
- General Merchandise and Artisan stalls with an emphasis on the innovative, unusual and quirky; and
- Live bands and children’s activities

NEW FORMAT

This year, the Coburg Night Market is trialling a new format, running across four consecutive days from Thursday to Sunday, instead of four consecutive Friday evenings as in previous years. Council is also trialling a provision to postpone the event by two weeks in the event of unsuitable conditions for the event.

Please note: All applicants must be available to service their booking on both weekends. The decision to postpone the original dates will be made on 14 November and all stallholders will be notified immediately.

MARKET DATES

Programmed Dates	Market Times	Contingency Dates	Market Times
Thursday 28 November	4.00 – 9.00pm	Thursday 12 December	4.00 – 9.00pm
Friday 29 November	4.00 – 9.00pm	Friday 13 December	4.00 – 9.00pm
Saturday 30 November	12.00 – 9.00pm	Saturday 14 December	12.00 – 9.00pm
Sunday 1 December	12.00 – 9.00pm	Sunday 15 December	12.00 – 9.00pm

OTHER KEY DATES

APPLICATIONS CLOSE	5pm Tuesday 3 September
APPLICANTS NOTIFIED OF OUTCOME	End of September
PAYMENT DUE	Mid October
COMPULSORY STALL HOLDER INDUCTION	Monday 18 November 6.30pm OR Tuesday 19 November 10.30am

WHAT WE ARE LOOKING FOR

Artisan and merchandise stalls: 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
- Local makers, products and providers are prioritised

BOOKING TERM

Applicants must choose either a two or four-day booking. The application form provides three options:

Option	Programmed Dates	Contingency Dates
1	Thurs 28 & Fri 29 Nov, 4 – 9pm	Thurs 12 & Fri 13 Dec, 4 – 9pm
2	Sat 30 Nov & Sun 1 Dec, 12 – 9pm	Sat 14 & Sun 15 Dec, 12 – 9pm
3	All four days listed above	All four days listed above

Notes:

- Applicants MUST ensure they are able to attend on all dates for the option they select, including contingency dates.
- No refunds are available to stallholders who do not attend on their booked days, including contingency dates.

STALLHOLDER FEES

Stall fees are determined based on the nature of the stall, the amount of space required, and the number of days booked. Use the tables below to determine the fees that you will incur through your planned stall.

FOOD STALLS

Name	Space	Provided	Duration	Fee
Food Truck	6 x 3m	15 amp power provided	4 days	\$2600 & GST
			2 days	\$1500 & GST
Marquee	3 x 3m	15 amp power provided	4 days	\$1600 & GST
			2 days	\$900 & GST
Food Cart	Cart space	One LED Battery Powered Light	4 days	\$880 & GST
			2 days	\$500 & GST

Notes:

- A 3 x 3m Food Truck space is available at the same price as the 6 x 3m space.
- Food Carts have the option to hire power to their site.

ARTISAN / MERCHANDISE STALLS

Name	Space	Provided	Duration	Fee
Artisan	3 x 3m	One LED Battery Powered Light	4 days	\$440 & GST
			2 days	\$250 & GST
Merchandise	3 x 3m	One LED Battery Powered Light	4 days	\$600 & GST
			2 days	\$350 & GST

Notes:

- Applicants have the option to hire power to their site. This must be indicated at the time of application via additional hires section.
- LED Battery Powered Lights are provided to unpowered sites. If you hire power, you will be required to provide your own lights or hire an additional LED Powered Light.
- Artisan stalls are for handmade products in which the maker is the stall vendor. Merchandise stalls are for vendors selling a range of manufactured goods. Applications are assessed based on the criteria for each category, we may assess Artisan applications under the Merchandise category if deemed appropriate.

ADDITIONAL HIRES

Marquees

Traders should note that it is mandatory for all sites to have a marquee (excepting Food Carts). Marquees are not included in hire fees. Traders can bring their own, or alternatively hire one from Council at the rates listed below. All marquees must be weighted and not pegged.

Power

In addition to the power included in stallholder fees, traders may hire additional power. Please note that all electrical equipment must be tested and tagged by a suitably qualified person before being brought to the event.

Lighting

While the market grounds will be lit, internal lights are not included in stallholder fees (except for unpowered sites). Traders must hire internal battery LED lights from market organisers or bring their own. Restrictions may be placed on the type and level of lighting.

ADDITIONAL HIRE CHARGES

Item	2 day Fee	4 day Fee
Marquee (3 x 3m)	\$300 + GST	\$600 & GST
Marquee (3 x 6m)	\$600 & GST	\$1200 & GST
Additional LED Light	\$50 & GST	\$100 & GST
Power 10 Amp	\$40 & GST	\$80 & GST
Power 15 Amp	\$60 & GST	\$120 & GST

SET UP / PACK DOWN

Overnight security will be onsite in between market days. Stallholders will be able to leave large items (such as marquees/equipment) on site, however we advise that stock and any valuables are packed down, removed from the site and set up again the following day. More information will be provided by our stalls manager following the selection process.

PAYMENT PROCESS

Once stallholders have been selected and hire items finalised, traders will be invoiced by Moreland City Council. Payment terms are 14 days and stallholders that have not paid their fees prior to event day will not be permitted on site.

CANCELLATION / REFUNDS

Stallholders are required to attend every market day they book. There are no refunds or credits for failing to attend for any reason whatsoever. In the event of the programmed dates being postponed, it is mandatory for all applicants to be available to attend on the re-scheduled dates. Inability to attend on the alternative dates will also result in no refund or credit.

SUSTAINABILITY

In 2019 Moreland endorsed a Plastic Wise Policy, moving towards eliminating the use of single-use plastic at Council run events. Stall holders at the Coburg Night Market are required to minimise the amount of packaging you use and produce at your site.

We will be encouraging attendees to bring their own clean plates and containers and expect that food traders will provide their food in these vessels when requested.

Please refer to the Plastic Wise Events Information Sheet on the Coburg Night Market web page for more information.

The following items are NOT PERMITTED at the event:

- a) Single-use plastic bags;
- b) Single-use plastic bottles (i.e. water, soft drinks, etc);
- c) Single-use plastic cups, plates, bowls, straws, cutlery and take away containers;
- d) Single-use disposable cups and lids;
- e) Compostable plastic cups, plates, bowls, straws, cutlery and take away containers;
- f) Non-recyclable packaging, particularly food / drink packaging, such as polystyrene and single-use plastic;
- g) Avoidable plastic packaging such as cling wrap, plastic bags or similar; and
- h) Balloons.

Re-usable event materials such as promotional banners and flags are encouraged to be used where possible, and the event site must be left litter free and returned to pre-event conditions.

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 the public liability insurance Certificate of Currency will be requested from successful applicants.

SMOKE FREE

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.

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

STREPTRADER

Food vendors are required to hold a current Streatrader Certificate at the time of application, which will need to be provided on selection. This certificate ensures that your food service is registered with council. You can find out more and register here: <https://streatrader.health.vic.gov.au/>

If selected for a stall, food vendors will be required to register for a Statement of Trade via Streatrader for each day attending the market.

TERMS AND 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 their discretion, may direct a stall holder to leave if their behaviour is deemed offensive or unsafe. If a stallholder is directed to vacate a site, any fees paid will not be refundable.
- Stallholders must be available to trade on both the original dates (28 Nov – 1 Dec) and contingency dates (12 – 15 Dec). If unable to trade on any of these dates no refunds will be available.
- Council reserves the right to CANCEL the event under any circumstances that pose a reasonable risk to stallholders, the public or staff (including inclement weather on contingency dates) 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.

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 detail at the time of making an application; and
- You understand that if you fail to attend, you will not be refunded your stallholder and equipment fees.

SUBMITTING YOUR APPLICATION

Submit your application for the 2019 Coburg Night Market by [filling out this online form](#).

Vendor applications close **5 pm, Tuesday 3 September 2019**.

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