



Moreland
City Council

Coburg Night Market

Stallholder Guidelines



Coburg Night Market Stallholder Guidelines

The 2021 Coburg Night Market will run across Friday 3 December to Sunday 5 December 2021. We understand Covid-19 has had a big impact on businesses and stallholders. As such, we are offering significantly reduced rates to take part this year.

Applications close 11.59pm, Sunday 5th September 2021.

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 where families, young and old come to enjoy good food, good music, and unique, local products. At the market, there will be:

- Food vendors providing a wide range of multicultural food;
- Two bars (the entire site is licenced);
- General Merchandise and Artisan stalls with an emphasis on high quality, innovative and unique wares; and
- Live bands and children's activities.

Market Dates

Friday 3 December – 5.00pm – 10.00pm

Saturday 4 December – 12.00pm – 10.00pm

Sunday 5 December – 12.00pm – 8.00pm

Other Key Dates

Applications close: 11.59pm Sunday 5 September

Applicants notified of outcome: by Wednesday 15 September

Payment due: by Sunday 31 October

Compulsory Stallholder Induction: Monday 15 November 4 – 5pm **OR** 6.30 – 7.30pm

Location

Bridges Reserve, Coburg

Application Information

What we are looking for

Artisan and merchandise stalls

We are looking for:

- bespoke and artisan fashion,
- accessories,
- art,
- homewares,
- artisan toys,
- gourmet packaged foods, and
- vintage wares by artists and artisanal makers.

We prefer businesses that are based in Moreland.

Food and drink stalls

Food is very important for the success of the market. We prioritise good quality food that reflects Coburg's multicultural character. In particular:

- Food that is prepared on site
- Vegetarian and halal options
- Businesses that are based in Moreland

How often can you trade?

- Applicants can attend on one, two or three event days. Applicants must choose how many days they would like to attend Coburg Night Market when they submit their application form.
- Applicants MUST ensure they are able to attend on all dates for the option they select.
- No refunds are available to stallholders who do not attend on their booked days.

Selection Criteria

The following qualities will be considered when assessing stallholder applications:

- Quality and uniqueness of products/food on offer
- Stall set-up. This includes appealing design and accessibility
- Applicant's retail and business experience
- Applicants are in a reliable financial situation
- Flexibility and ability to fit in with other stallholders and to work with market organisers
- Moreland-based makers, products and providers are prioritised

Stallholder Fees

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

Food Stalls/Trucks

Name	Space	Provided	Duration	Fee (inc. GST)
Food (with power)	3 x 3m or cart	1 x 15 amp power provided	Per day	\$200
Food (with power)	3 x 6m or truck	1 x 15 amp power provided	Per day	\$400
Food (no power)	3 x 3m or cart	N/A	Per day	\$115
Food (no power)	3 x 6m or truck	N/A	Per day	\$230

Artisan/Merchandise Stalls

Name	Space	Provided	Duration	Fee (inc. GST)
Artisan / Merchandise (no power)	3 x 3m	One LED Battery Powered Light	Per day	\$55
Artisan / Merchandise (no power)	6 x 3m	One LED Battery Powered Light	Per day	\$110

Additional Hires

Marquees

Traders should note that it is mandatory for all sites to have a marquee (excepting Food Trucks and 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.
- Applicants have the option to hire additional power to their site. This must be indicated at the time of applying 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.
- Unpowered stalls cannot hire power, but powered food stalls can hire additional power.

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	1 day Fee (inc. GST)
Marquee (3 x 3m)	\$165
Marquee (3 x 6m)	\$330
Additional LED Light	\$33
Trestle tables per item	\$16.50
Chairs per item	\$3.85
Power 10 Amp	\$27.50
Power 15 Amp	\$37.50

Guidelines

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

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

Site Information

Site specific information and stall numbers will be notified post payment confirmation.

Cancellation/Refunds

Stallholders must attend every market day they book. There are no refunds or credits for failing to attend for any reason whatsoever. Inability to attend on the alternative dates will also result in no refund or credit. Council reserves the right to cancel the event under any circumstances that pose a reasonable risk to stallholders, the public or staff. This includes, but is not limited to:

- Covid-19 implications
- Bad weather

In this instance, stallholders cannot make claims for loss against Moreland City Council.

Wait List

As there is limited capacity at the market and no fees applicable, a wait list will be held for stallholders that meet the selection criteria. Businesses on the wait list may be offered a place in the event of cancellations by successful stallholders.

Insurance

Stallholders must have public liability insurance. This must be for a minimum of \$20 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.

Streatrader

Food vendors must hold a current Streatrader Certificate at the time of application. This must be provided to Council 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.

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.

COVID-19

In addition to event safety and risk management policies, all participants must obey specific COVID-19 related policies and directions. All participants must have their own COVIDSafe Plan. This includes regular stall sanitisation by Festival staff and/or contractors.

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.

Sustainability

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

Attendees are encouraged to bring their own clean plates and containers. Attendees will 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:

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

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

Stallholder 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

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 the dates they apply for.
- 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 2021 Coburg Night Market through our food vendor and artisan application forms found [here](#).

Vendor applications close 11.59pm, Sunday 5th September 2021.

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