



Kalamunda Chamber of Commerce
50 Railway Road
KALAMUNDA WA 6076
0436 378 745

admin@kalamundanightmarket.com.au

KALAMUNDA NIGHT MARKET

Kalamunda Night Markets 2018/2019 Season Rules & Regulations

Please see the information below on how to get involved. To apply to be a part of the Kalamunda Night Markets, complete the vendor application form online: <http://www.kalamundanightmarket.com.au/stall-holder-application>

Should you experience any difficulties, email admin@kalamundanightmarket.com.au

EVENT INFORMATION

Dates

Christmas in July- Friday July 20 2018

Season Opening- Friday October 19 2018

Friday November 16 2018

Friday December 21 2018

Friday January 18 2019

Friday February 15 2019

Friday March 15 2019

Season Finale- Friday April 26 2019

Time

6:00pm – 9:00pm

Location

Haynes Street, Nestobrae Lane and Kalamunda Central Mall,
KALAMUNDA WA 6076

Event Owners

Kalamunda Chamber of Commerce

Market Manager

Kate Chetwin

Email admin@kalamundanightmarket.com.au





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Please note:

- It is an outdoor event;
- Sites without a marquee will be exposed to the elements;
- Vendors must provide their own marquee or van;
- Vendors must provide their own stall LED/battery powered lighting;
- Vendors requiring large space for demonstrations or seating are welcome to discuss their requests with the Event Organisers.

EVENT APPLICATION PROCESS

1. Read this whole document
2. Complete the online application form. It is essential you select all the dates you wish to attend and attach your public liability insurance.
3. Each month you will receive an email from the Market Manager to respond your interest in that month's market. There will be a cutoff date, anything received after that cutoff date will be waitlisted.
4. Invoices will be emailed to stall holders. These must be paid prior to the market.
5. Cancellations must be received 7 days before the market. Anything received after this will be required to pay their stall fee.
6. Event bump-in and maps will be sent Thursday the day before the Night Market.

PURPOSE STATEMENT

The Event is a specialty market/event of the Kalamunda Chamber of Commerce that intends to:

- Help connect local businesses and service providers that operate within our City;
- Encourage people to visit our Kalamunda Central outside of normal trading hours and showcase the businesses that operate within the market space and surrounds;
- Encourage local food businesses to host a stall and promote their food business;
- To create an Event that is fun, vibrant and welcoming to all; and
- To create an Event that is profitable and successful for all it's vendors.

SELECTION CRITERIA

Priority and preference will be given to:

- Local businesses that operate within Haynes Street, Nestobrae Lane and Central Mall Kalamunda;
- Businesses belonging to the Kalamunda Chamber of Commerce;
- Stallholders/businesses residing in the City of Kalamunda
- Handmade artisan products; and
- Limit of 3 independent consultants/multi-tier network marketing sales/direct sales per market.

In the event, a similar product and/or service are offered a roster of market dates may be offered to ensure all applicants are considered.





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FOOD AND DRINK VENDORS

It is a requirement that you possess a food licence (City of Kalamunda) to operate at this designated Event. Once your application has been approved, you will be forwarded a copy of the City of Kalamunda Food Licence application to complete permitting you to sell your food and/or drink at the Event. Vendors who hold a licence to operate at the Kalamunda Farmers and/or Village Market should be exempt from completing another food licence application.

FEES

Only vendors selected to participate in the Kalamunda Night Market will be required to pay a fee. Late stall cancellations and no shows will still be required to pay their stall fee.

Stall fees MUST be received in the nominated bank account by the Monday before the night market date. Proof of deposit to be emailed to admin@kalamundanightmarket.com.au. Failure to pay within the designated timescale will forfeit the market. Only pay once an invoice has been received

Stall Fees:

3m x 3m Marquee NO power	ARTISANS	\$55.00 (including GST)
3m x 3m Marquee NO power	FOOD VENDORS	\$88.00 (including GST)
3m x 3m Marquee with power (1 outlet)	FOOD VENDORS	\$110.00 (including GST)
3m x 3m Marquee with power (2 outlets)	FOOD VENDORS	\$132.00 (including GST)
Food Trucks own generator 3m and less 5m long		\$110.00 (including GST)
Food Trucks own generator 3m and greater than 5m long		\$121.00 (including GST)

Food trucks are encouraged to use their own power.

*An additional \$25 (plus GST) WILL BE charged for an additional outlet.

ARTISANS – craft, business display stalls, artisan food products (value added products)

FOOD VENDORS – ready made food marquees and food trucks

COMMUNITY DISPLAY –local community groups, Schools or learning facilities that fall under the Education Act (fundraising exercises might incur an artisan stall fee)





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MARKETING

Social Media

The Event Organisers will be using Facebook to promote the Event as well as listing on various websites. Each vendor will be permitted to post on our event pages advertising their products and presence at each market event. You will need to indicate on your application form, your Facebook Page link and/or title. If you don't have a Facebook page, website link and/or photos can be posted on our dedicated Facebook Page/Event. Photos are to be emailed to admin@kalamundanightmarket.com.au

Website Listing

We have a dedicated website that allows us to list each vendor present at each market. It is important your description of your business/stall is accurate on the application form as your website listing is adapted from the information provided.

Maximise your exposure

- Ensure your attendees know where they can purchase your products and services after Kalamunda Night Market concludes;
- List all your stockists and 'local market' attendance; and
- Provide business cards to interested parties.

Food and Product Samples

Vendors of food items are encouraged to offer free food samples to attendees.





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Kalamunda Night Markets 2018/2019 - Terms and Conditions of Trade

The following Terms and Conditions of Trade apply to all vendors who have received approval from the Event Organisers to Trade at the Kalamunda Night Markets (Event).

1.0 Health and Safety Requirements

1.1 Inspection of Sites

It is the responsibility of the vendor to trade in accordance with any applicable Federal, State and Local Government laws and regulations, specifically those that are related to the Food Act 2008. Environment Health Officers will inspect food vendors at the Event. Food vendors unable to meet the minimum health and safety requirements for trading in public places or for selling food from a temporary food premises will not be permitted to trade unless and until the required improvements are made to the satisfaction of the Health Officer.

1.2 Electrical and Gas Safety

All electrical equipment must be tagged in accordance with the requirements of AS 3760-2000. Electrical cords/leads should not cross public access ways and must be carefully secured. Any cords/leads that could cause a trip hazard will be remedied. A qualified electrician will be onsite prior to the commencement of the Event to inspect electrical installations and advise the Event Organisers of any breaches. The electrician is not for use by vendors and any services required by the electrician due to breaches of this clause will be passed onto the relevant vendor.

Electrical Tagging and Tagging Requirements

- All electrical leads and appliances must be tagged by a certified electrician in accordance with AS 3760-2000 "In-service safety inspection and testing of electrical equipment";
- In the case of this Event and as requirement of our Event permit issued by the City of Kalamunda; all electrical appliances and leads need to be regularly tested (every 6 months minimum) with the current tagged attached;
- All electrical equipment, fittings and materials are subject to inspection by the event electrician;
- Any electrical equipment without a compliance tag will be tested and tagged at the vendor's expense. If any electrical equipment is deemed to be not safe for use by the Event electrician, the equipment shall be removed from site at the expense of the vendor; and
- All electrical malfunctions and power loss must be reported to Event Organiser.

Gas/Electrical Equipment and Fire Safety

- Any vendor cooking with or using electricity or gas equipment is required to have a fire blanket and an annually tagged fire extinguisher – 4.5kg BE dry chemical;
- All extinguishers must be hung a maximum of 1.2m from the ground with the base at least 100mm from the ground.
- It is the responsibility of vendor to ensure they know how the extinguisher is operated;
- No gas appliances are to be used on site without the express approval of the Event Organiser; and
- It is the responsibility of the vendor to regularly check all gas bottles and equipment attached to gas bottles to ensure hoses and attachments are not faulty and that bottles are in date and compliant.





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Total Fire Bans and Fire Safety

- Kalamunda Night Market will adhere to total fire ban rules and regulations.
- The Event Organisers will monitor the fire ban declaration and inform stallholders carrying out an activity that causes or is likely to cause a fire as per DFES website (<http://www.dfes.wa.gov.au/totalfirebans/Pages/whatisatfb.aspx>) of all control measures to be implemented to ensure the Event is fire safe. This includes asking a stallholder not attend a Market if they feel their activity is not deemed fire safe.
- Any fees paid will be refunded if a stallholder is unable to attend due the Fire Ban declaration.

1.3 Sale of Food and Products

Food vendors are required to conform to minimum safety standards. All food vendors must hold a valid temporary food licence registered with the City of Kalamunda. This must be displayed at your site for the duration of the event. Vendors are not permitted to supply or sell alcohol at the Event without prior written approval from the Event Organisers.

1.4 Accidents, Incidents and Risk Management

It is the responsibility of each vendor to promptly report any incidents to the Market Manager. This includes:

- Property damage;
- Illness, accident or injury;
- Anti-social behavior;
- Lost children;
- Any observed disruptive behavior;
- Any other issues raising concern for the health, safety or security of vendors or the public; and
- Near misses.

1.4 Personal Safety and Security

Vendors are required to maintain a reasonable level of personal safety and security. Kalamunda Night Market and the Market Manager will not be liable for the theft, damage, and loss of cash, personal items or any other goods including the loss or damage as a result of onsite power failure.

2.0 Trade Requirements

2.1. Attendance

Return of the confirmation slip and payment of the vendor fees constitutes agreement by the vendor to attend the Event on the agreed dates. If unable to trade, vendors must notify the Market Manager a minimum of one week prior to the Event.

2.2 Trading Fees

Only vendors selected to participate will be required to pay a fee. All fees are nonrefundable. This applies to all instances, including failure to present at the Event for any reason. Late cancellations will be required to pay their stall fees.





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2.3 Trading Times

All vendors must be ready set up to trade by no later than 5:45pm on evening of the Event. All vendors must trade for the full duration of the event. In the event you sell out of food or stock, your structure must stay erected till the end of the Event. Only in the case of an emergency and at the Market Manager discretion are you able to pack up your stall and leave.

2.4 Site Structures

- All infrastructure requirements and catering equipment necessary for trade must be provided by the vendor;
- All infrastructure must be stable and firmly secured to avoid possible risk of injury;
- All infrastructure and equipment is set up and maintained in an appropriately safe and secure manner;
- Vendors installing marquees will be required to comply with safety standards and have an assessment of structural sufficiency for their structure
- Vendors must also complete a Certificate of Structural Integrity for a temporary structure/Marquee. The form will be provided to approved vendors;
- All marquees are to be secured by weights. Spikes are not to be used;
- Vendors must confine their equipment, displays and signs to their designated site area
- All pathways and thoroughfares are to be kept clear;
- The Market Manager have the right to reject a vendor's involvement in the Kalamunda Night Market due to their site being unsafe; and
- All signage must be directly related to the products being sold or promoted as outlined in the vendor's application.

2.5 Site Location

The Event will be held in Haynes Street, Nestobrae Lane and Central Mall, off Central Avenue and surrounding Village Square in Kalamunda. Successful applicants will be advised of their site positioning after payment of fees is received and final site plans are completed before each market.

Vendors must advise the Market Manager of the required site size when submitting their application. Vendors with genuine and logistical reasons for requesting a particular location may contact the Market Manager to discuss this request; however, there is no guarantee of the preferred position being allocated.

Site areas will not be perfectly to scale on site maps and Vendors may be relocated at any time and for any reason as required by the Market Manager.

2.6 Sub-letting and Assignment

Vendors are not permitted to share, sub-lease or assign a site to another person without the prior permission approval of the Market Manager.

2.7 Supervision of Sites

Vendor's areas must be supervised for the entire duration of the Event (Friday 5:00pm – 9:00pm)





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2.8 Power and Lighting

Access to electrical power may be available. Vendors must notify on their application forms the specific power requirements when applying. Vendors must supply their own power boards and extensions leads, tested and tagged in accordance with Clause 1.3.

Powered sites will be charged an additional \$25 (Plus GST) per power source utilized. Power will be provided for vendors who are required to keep food hot or cold in accordance with Food Act 2008 requirements.

Stall Holders will be responsible for their own lighting; it is suggested to be battery operated lighting.

2.9 Public Address Systems and Hawking

Loud and amplified product promotion by vendors is not permitted. Hawking at stalls should be kept to a minimum.

2.10 Disposal of Rubbish

Festival bins provided by the City of Kalamunda will be placed in the Event area. These bins are **NOT** for use by the vendors. It is the responsibility to dispose of or remove any rubbish and ensure that the site area is kept clean and tidy. Large boxes and packaging are not to be disposed of onsite. Vendors are responsible for removing these items.

Failure to do so and you are found to have illegally dumped waste material will result in suspension of future trading in our market.

2.11 Competitions

Raffle tickets may not be sold nor competitions run at the Event unless approved by the Market Manager.

2.12 Public and Product Liability

It is a requirement that each vendor possesses public and/or product liability to trade at the Event. A policy cover of a minimum liability of 10Mil will be required. A certificate of currency will need to be attached with your application.

3.0 Access

3.1. Traffic Management

Vendors are required to comply with all requests and instructions by the Market Manager, or their representatives with regard to traffic management.

3.2 Vehicle Access

- There will be a bump in time slot assigned for vendors who require to drive in their stall location, alternatively those who can trolley their stall in, can set up anytime within the bump in period;
- Need to be mindful of the businesses operating within the Event Location Zone during bump in and potential customers utilizing the space;
- Speed limit within the mall is limited to 8km p/h;
- Vehicles must have hazards lights on whilst driving through the Event Location;
- No Vehicles – except emergency vehicles are permitted during the Event hours of operation; and





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- If you are late, you will be permitted to wheel in your stall, providing contact has been established with the Event Organiser notifying them of your late arrival,

Central Mall

- Vehicle access to the Mall will be limited to those who require to drive in and drop off their equipment and products (stall);
- There will be dedicated temporary vendor parking bays during bump in to ensure you are able to trolley in your stall; and
- Traffic will be one way from Mead Street car park access, exiting via Nestobrae Lane one-way out to Barber Street

Nestobrae Lane

- Entry to Nestobrae Lane is one way via Haynes Street and exit via Nestobrae Lane onto Barber Street.

Haynes Street

- Entry to Haynes Street once the traffic controls are in place will be restricted to stall set up only; and
- Normal traffic street flow will followed during the market bump in and bump out

3.3 Bump In

Successful vendors will be emailed a detailed bump in/out instruction closer to the Event date. Please note, that there are no storage facilities pre or post festival and you are responsible for the delivery and removal of any equipment etc. from the Event location.

3.4 Bump Out

Vendors must not commence pack up until the advertised closing time of 9pm. Should this change; each vendor will be notified of the amended time.

3.5 Vendor Parking

Dedicated parking space will be set aside for vendor vehicles. Vendors will be notified of the designated parking closer to the Event. You will not be permitted to park in Mead Street Car Park, off street parking on Barber, or in the Kalamunda Central parking bays. Parking Marshalls will be present to monitor vendor parking. Failure to comply will result in the issue of a fine.

Please note vendors parking in bays close to the event only serve to deter potential customers.

4.0 Photography

The vendor consents to the Market Manager using any photographs submitted as part of the vendors' application to promote the Event. The vendor also consents to photographs being taken during the Event by event staff and representatives to be used to promote the Event and for future Events via Instagram and Facebook.





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5.0 Sales

Although the Event is committed to a successful promotion and delivery, The Market Manager take no responsibility for level of sales each vendor makes.

6.0 Cancellation by Kalamunda Night Market

The Market Manager reserve the right to cancel the approval of any vendor without refund/or ban the vendor from participation in future events if it determines that the vendor has breached any of the Terms and Conditions outlined in this document.

6.1 Cancellation due to Poor Interest

The Market Manager reserve the right to cancel the Event should minimum vendor numbers not be reached. In the event of cancellation under this clause all vendor fees will be refunded.

7.0 Weather

The Event will trade in the event of rain. Vendors will be responsible for ensuring their site is prepared for such conditions. The Market Manager reserves the right to cancel the Event if severe weather conditions are predicted.

8.0 Wi-Fi

No Internet service or Wi-Fi will be provided at the Event.

9.0 Water

No portable water is supplied to vendors at the Event. Vendors must ensure they bring adequate water supply for the duration of the Event.

10.0 Amendments

The Market Manager reserves the right to amend these terms and conditions at their discretion.

