



## Kalamunda & Forreestfield Night Markets

### Guideline, Rules & Regulations

To apply to be a part of the Kalamunda and/or the Forreestfield Night Market (the “event”), complete the vendor application form online: <http://www.kalamundanightmarket.com.au/stall-holder-application>.

Should you experience any difficulties, email the market manager [admin@kalamundanightmarket.com.au](mailto:admin@kalamundanightmarket.com.au)

#### 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 requirements with the Market Manager.

#### EVENT APPLICATION PROCESS

1. Please read this document which becomes a part of your agreement with Kalamunda Chamber of Commerce
2. Complete the online application form on the website. 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 to your interest in that month’s market. There will be a cut-off date, anything received after that cut-off date will be wait-listed
4. Invoices will be emailed to each stall holder. and must be paid prior to the market.
5. **Cancellations must be received at least 7 days prior to the event date.** If you cancel after this time you will still be required to pay your stall fee
6. Event bump-in and maps will be sent out via email on the Thursday before each event

#### PURPOSE STATEMENT

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

- Help connect local businesses and service providers that operate within our City
- Encourage people to visit commercial centres 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
- To create an event that is profitable and successful for all its vendors

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50 Railway Road, KALAMUNDA WA 6076

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### SELECTION CRITERIA

Priority and preference will be given to:

- Local businesses that operate within proximity to the event.
- Businesses who are members of the Kalamunda Chamber of Commerce
- Stallholders/businesses residing in the City of Kalamunda
- Handmade artisan products; and
- There is a limit of 3 independent consultants/multi-tier network marketing sales/direct sales per market

**Where, a similar product and/or service is offered, a roster of market dates may be offered to ensure all applicants are considered.**

### FOOD AND DRINK VENDORS

It is a requirement that you possess a food license (City of Kalamunda) to operate at any event. Once your application has been approved, you will be forwarded a copy of the City of Kalamunda Food License application to complete, permitting you to sell your food and/or drink at the event. Vendors who hold a license to operate elsewhere with the City should be exempt from completing another food license application.

### FEES

Only vendors selected to participate in one of more events will be invoiced. **Where you have been selected and invoiced, late stall cancellations and no shows will still be required to pay their stall fee unless cancelled at least 7 days prior to the event.**

**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@kalamundachamber.com](mailto:admin@kalamundachamber.com). Failure to pay within the designated timeline will forfeit the market. Only pay once an invoice has been received.**

Stall Fees:

|   |              |                                  |
|---|--------------|----------------------------------|
| 3m x 3m Marquee NO power                              | ARTISANS     | \$70.00 (including GST)          |
| 3m x 3m Marquee NO power                              | FOOD VENDORS | \$100.00 (including GST) 3m x 3m |
| Marquee with power (1 outlet)                         | FOOD VENDORS | \$130.00 (including GST) 3m x 3m |
| Marquee with power (2 outlets)                        | FOOD VENDORS | \$150.00 (including GST)         |
| Food Trucks own generator 3m and less 5m long         |              | \$130.00( inc GST)               |
| Food Trucks own generator 3m and greater than 5m long |              | \$150.00 (inc GST)               |

**Food trucks are encouraged to use their own power.**

\*An additional \$20 (plus GST) WILL BE charged for an additional outlet.

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

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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)

### **Social Media**

The Event Organisers will be using Facebook and Instagram to promote the events 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](mailto: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 the event concludes
- List all your stockists and 'local market' attendance
- Provide business cards to interested parties

### **Food and Product Samples**

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

**The following Terms and Conditions of Trade apply to all vendors who have received approval from the Event Organiser to Trade at the event(s):**

## **1. Health and Safety Requirements**

### **2. 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

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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.

### 3. **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 may be onsite prior to the commencement of the Event to inspect electrical installations and advise the Event Organiser of any breaches.

The electrician is not for use by vendors and any cost for 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 tag 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
- All electrical malfunctions and power loss must be reported to the 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 drychemical
- 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 the 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
- 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
- The event organisers will adhere to total fire ban rules and regulations
- The Event Organiser 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 <https://www.dfes.wa.gov.au/totalfirebans/#faqs> all control measures to be implemented to ensure the Event is fire safe. This includes asking a stallholder not to attend a Market if they feel their activity is not deemed fire safe

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- Any fees paid will be refunded if a stallholder is unable to attend due the Fire Ban declaration

### 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 license 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 Organiser.

### 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 behaviour
- Lost children
- Any observed disruptive behaviour
- Any other issues raising concern for the health, safety, or security of vendors or the public
- Near misses

### 1.4 Personal Safety and Security

Vendors are required to maintain a reasonable level of personal safety and security. The Kalamunda Chamber of Commerce Inc 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.

## 1. Trade Requirements

### 2. Attendance

Return of the confirmation slip and payment of the stall 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.

### 3. 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.

All vendors must be ready set up to trade by no later than 75 minutes prior to the commencement of the event. All vendors must trade for the full duration of the event. If t 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.

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### 1. 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 has the right to reject a vendor's involvement in any event due to their site being unsafe
- All signage must be directly related to the products being sold or promoted as outlined in the vendor's application

### 2. Site Location

The event locations will be set out on the website. 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.

### 3. 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.

### 4. Supervision of Sites

Vendor's areas must be supervised for the entire duration of the event.

### 5. Power

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

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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.

#### **6. Public Address Systems and Hawking**

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

#### **7. Disposal of Rubbish**

Event bins will be placed in the event area. **These bins are NOT for use by the vendor smallholders.** It is your 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.

#### **8. Competitions**

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

#### **9. 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 \$10 million will be required. A certificate of currency will need to be attached with your application.

#### **10. Traffic Management**

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

#### **11. 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
- You need to be mindful of the businesses operating within the Event Location Zone during bump in and potential customers utilizing the space
- All vehicles to restrict speed to a crawl within the event area
- Vehicles must have hazards lights on whilst driving through the event area.
- No Vehicles – except emergency vehicles are permitted to move through the event area during the event hours

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of operation

- 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

### **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.

### **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.

### **Vendor Parking**

Dedicated parking space will be set aside for vendor vehicles. Vendors will be notified of the designated parking closer to the event. With the Kalamunda Night market, parking in the Mead Street Car Park, off street parking on Barber is not permitted or in the Kalamunda Central Shopping Centre parking bays. **Please note vendors parking in bays close to the event only serve to deter potential customers.**

### **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.

### **Sales**

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

### **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.

### **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.

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### **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.

### **Wi-Fi**

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

### **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.

### **Amendments**

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

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