



2017 Twilight Market in the Vines

Friday 24 November, 4.00pm – 8.30pm

Swipers Gully Training Restaurant
25 Eltham-Yarra Glen Road, Kangaroo Ground

Stall Holder Information

Contact Details

Nikola Shearer

P 9433 9959

E nshearer@elthamcollege.vic.edu.au

Twilight Market in the Vines

Set in the picturesque surrounds of Swipers Gully, the inaugural Twilight Market in the Vines will showcase some of the best stalls Melbourne has to offer. Bringing together design, food, live music and a festive atmosphere, this community event will be the perfect place to start your weekend.

Key Dates

Applications close: Monday 30 October

Successful applicants notified by: Wednesday 1 November

Fees due in full by: Monday 6 November

Market Day

Trading day: Friday 24 November, 4.00pm – 8.30pm

Set up: Bump in is from 2.00pm and all stalls must be ready for trade by 3.45pm.

Pack up: Stallholders must not begin pack up until 8.30pm unless authorised by market organisers, they must depart by 9.30pm.

Stalls and Fees

We have both indoor and outdoor stalls available. Indoor stalls will set up on a 1800mm x 700mm trestle table provided by ELTHAM College. Outdoor stallholders will need to provide their own table and are encouraged to bring their own marquee, no larger than 3000mm x 3000m. ELTHAM College will supply a chair for all stallholders.

Please indicate on the application form whether you would prefer an indoor or outdoor stall. We will try our best to meet all your needs.

Stallholder fee: \$35

Site Access

A site map will be provided on the Monday prior to market date. The site map will show where all amenities, evacuation points and stalls are located.

Further information about parking and bump in/bump out will be provided on the Monday prior to market date.

Stallholders

All stallholders are required to maintain relevant insurance of their products and operation. Please provide evidence of a Certificate of Currency for Public and Product Liability Insurance to the value of \$10million. Please upload this at time of application.

Food and beverage stallholders must have the appropriate food handling certificates and carry a current Statement of Trade at all times. Please upload this at time of application.

All vendors are required to declare if their products contain alcohol.

Stall Set Up

All stall areas will be marked out. Please remain within your allocated space.

Outdoor stallholders are encouraged to bring a marquee, which needs to be weighted for safety and security. Please note the marquees will be set up on asphalt and must

be set up as per manufacturer's guidelines.

All portable electrical equipment and power boards are to be tested and tagged as required. Leads and connections must be protected from weather or other liquid.

Leads and cables are not to be placed across thoroughfares.

Generators, if used, are to be safely positioned.

Pathways and thoroughfares are to be kept free of all trip hazards.

Refund Policy

There are no refunds for change of mind or for not attending.

In the event of unforeseen circumstances, that pose a reasonable risk to the safety of staff, contractors or patrons of the event, the event organiser reserves the right to cancel the event. All fees will be refunded.

Safety

Evacuation Plan

In the event of an emergency please leave all belongings and move towards your closest and safest evacuation point. Information about evacuation points will be on the site map which will be sent to all stallholders on the Monday prior to market date. In the event of an emergency we ask that you follow directions of the event organisers.

Gas Bottles

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 esv.vic.gov.au

OH&S

ELTHAM College 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.

Power

There will be no power supplied at the market. Please advise upon application if you will be using a generator.

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

All power leads must be safely installed and maintained throughout the market duration.

Statement of Trade (SOT)

All food and beverage stallholders are required to submit a SOT with their application. Please visit streatrader.health.vic.gov.au to register with Streatrader and obtain your SOT. This must be available at the market. A photo on your phone is sufficient.

This must be submitted with the stallholder application.

Privacy and Declaration

The Twilight Market in the Vines is collecting the information on the application form

submitted by you for the purpose of assessing your application for a stall at the market.

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.

Submitting Your Application

All applications can be submitted online at:

elthamcollege.vic.edu.au/our-community/twilight-market/

Upon 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 understood this document and agree to its terms
- ✓ 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 fees