

# TWILIGHT markets

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**STALLHOLDER** **2018**  
EXPRESSION OF INTEREST

# joondalup twilight markets 2018



The City of Joondalup is proud to present the Twilight Markets. Over four Friday nights, Central Walk will be transformed into a hub of activity providing shoppers with access to handmade and homemade products plus live music, entertainment and all-new workshops. The Twilight Markets are the perfect place to find unique presents in the lead up to Christmas. Ease into the weekend and enjoy the festive season with family and friends.

Quality stallholders make the markets a great place to be and draw shoppers each week. If you are a stallholder offering quality products, the City wants to hear from you. The City has introduced a range of new initiatives in 2018 to further support stallholders including:

- The last Twilight Market will include an all-new workshop, families will be able to create their own Christmas wreath to hang at home for the festive season.



- In addition to wreath workshops, live music, entertainment and all new children's activities will be available each week. Including a silent disco, the ever so popular slime making, trinket box decorating, Christmas mosaics and everyone's favourite... face painting! There will be something different at every Market.
- Social media will be used to showcase specific stallholders attending each week. Stallholders are encouraged to provide high-quality images of your stall and products for the opportunity to be featured.

## Market details

### Dates

Friday 30 November  
Friday 7 December  
Friday 14 December  
Friday 21 December

### Event Time

5.30pm – 9.00pm

### Location

Central Walk, Joondalup City Centre

## How to apply

The City runs an expression of interest (EOI) period for stallholders and food vendors interested in participating in the Twilight Markets.

Prior to submitting an online application stallholders and food vendors must read the EOI information pack in detail, including the terms and conditions. Once satisfied that you meet the criteria please complete an online application form, available at [joondalup.wa.gov.au](http://joondalup.wa.gov.au)

If you have any queries about your application or eligibility, please contact the City's Event Officer on **9400 4926** or email [markets@joondalup.wa.gov.au](mailto:markets@joondalup.wa.gov.au)

# IMPORTANT INFORMATION



## Key Dates

**Monday 6 August:** Stallholder Expression of Interest Period (EOI period) opens.

**Friday 31 August:** Stallholder Expression of Interest Period (EOI period) closes.

**Friday 7 September:** Successful and unsuccessful stallholders notified.

**Friday 14 September:** Stallholder fees due to confirm your stall.

**Friday 23 November:** Event briefing pack distributed for Week 1 market.

**Friday 30 November, 7, 14 and 21 December:** Joondalup Twilight Markets.

Successful and unsuccessful stallholders will be notified by email one week after the EOI period closes. Payment will be required from successful stallholders and is due one week following the notification to confirm your stall.

Please note, confirmation of your stall is made only upon payment.

Payment must be made via credit card by contacting the City's Event Officer on **9400 4926**.

Successful stallholders will receive a briefing pack one week prior to the event date.

## Fees

General stallholder with own public liability insurance \$54.00

General stallholder without public liability insurance \$66.00

Food Vendor with own public liability insurance \$76.00

**All fees are non-refundable, unless the stallholder can satisfy the City that the failure to attend at an agreed event day is due to circumstances beyond their control.**

## Stall Structures

Stallholders will be assigned a stall site approximately 3m x 3m in size.

All stall structures including marquees, tables, tablecloths, chairs and display materials are to be provided by the stallholder.

Each stallholder must supply the City with a photo of their proposed stall structure (assembled).

Below are some things to consider when choosing your stall structure:

- Is your structure correctly weighted to keep it from moving if it is a windy day?
- Is your structure visually appealing without any holes, marks or fading?
- Is your structure secure so it will not collapse?
- Does your structure provide adequate cover from sun and rain?
- Will your structure fit within the 3m x 3m allocated space?
- Please see the Joondalup Twilight Markets 2018 Terms and Conditions of Trade for further information on stall structures and safety requirements.

## Food Stalls

All food stalls (fresh or pre-packaged) must be registered with the Local Government Authority (LGA) in whose jurisdiction the business is based, and must provide evidence of such registration upon application for a stall. Food stalls must also supply a copy of their most recent food inspection report.



## Selection Criteria

Preference will be given to stallholders who are able to attend all market evenings. Preference will also be given to applicants whose goods possess the following:

### General Stallholders

- High quality (particularly if they are unique, original or hand-made)
- Designed or made locally (WA)
- Professionally presented
- Suitable for the target market
- Good value for money
- Not mass-produced goods

Direct sellers, party planners and service-based goods need not apply.

### Gourmet Food Stallholders

- Fresh, seasonal and high quality
- Produced or sourced locally (WA)
- Professionally presented or packaged
- Suitable for the target market
- Good value for money
- Not mass produced

When selecting stalls, the City will also consider:

- The number of stalls with a similar product
- Uniqueness of the product and how many other retailers there are in a category
- Space, power and other stallholder requirements
- Support materials provided by the applicant (e.g. product photos, links to websites, etc)

Other factors including the quality of images supplied and the amount of information provided in the application all play a part in helping to assess individual applications.

The sale of the following items will not be permitted:

- Offensive material (e.g. products displaying coarse or degrading language or explicit images)
- Real or replica weapons
- Laser pointers
- Highly disposable items with a limited life-span (e.g. glow sticks)
- Animals/live produce
- Adult only products

Other considerations:

- Selection of stallholders is at the City's discretion
- All stallholders selling food must have their own public liability insurance
- Canvassing of elected members will disqualify potential stallholders

## How to Apply

Applicants should read the Terms and Conditions prior to applying.

Complete the Online Application Form at [joondalup.wa.gov.au](http://joondalup.wa.gov.au) including submitting the following supporting materials:

### All Stalls

- Three images of your products
- One image of your marquee/structure (preferably set up to trade)
- If you carry your own public liability insurance, a copy of your Certificate of Currency (mandatory for fresh or pre-packaged food stalls)

## Food stalls

- Evidence of food registration with a LGA
- Copy of your most recent food inspection report from the relevant LGA (ideally within the last six months)
- Word or pdf version of the menu you will be trading from at this event (including prices)

The EOI period closes **Friday 31 August 2018.**

If you have any queries regarding your submission, please contact:

**Chloe Pursun**  
**Event Officer**  
**T: 9400 4926**  
**E: [markets@joondalup.wa.gov.au](mailto:markets@joondalup.wa.gov.au)**



## Important Notes

All stallholder applications for the Twilight Markets 2018 should be made via the Online Application Form, available from the City's website at [joondalup.wa.gov.au](http://joondalup.wa.gov.au)

If you are unable to access the form, please contact the City on **9400 4926** for assistance.

Completion of the Online Application Form constitutes acceptance of the Terms and Conditions by the applicant.

Submission of an application does not guarantee selection.

The City reserves the right to prohibit trade by any stallholder not complying with the Terms and Conditions and may also bar the stallholder from trading at future City events.

Canvassing of Elected Members will disqualify applicants.

# Terms and Conditions of Trade

The following Terms and Conditions apply to all stallholders who have received approval from the City to trade at the Joondalup Twilight Markets 2018 ("Markets").

## 1. Health and safety requirements

### 1.1 Inspection of sites

It is the responsibility of the stallholder to trade in accordance with any applicable Federal, State and Local Government laws and where applicable, comply with the provisions of the *Food Act 2008* and the *Australia New Zealand Food Standards Code*.

City Environmental Health Officers will inspect stalls prior to each market. Stalls not meeting the City's minimum health and safety requirements for trading in public places or for selling food from temporary food premises (where relevant) will not be permitted to trade unless and until the required improvements are made to the satisfaction of the City.

### 1.2 Structural safety

Stallholders' structures will be required to comply with safety standards and have an assessment of structural sufficiency. Stallholders may be asked

to submit certification by a suitable qualified person (rigger or installer with sufficient experience) for any structure that does not require a building permit.

Any guy ropes or other tie down points shall be located away from public areas.

The City has the right to reject a stallholder's involvement in City events due to their site being unsafe or inappropriate.

### 1.3 Electrical safety

All electrical equipment must be tested and tagged in accordance with the requirements of Western Power and AS/NZS 3000:2018. Electrical cords should not cross public accessways and must be fully secured. Any loose cords that could cause a trip hazard will be removed.

A qualified electrician will be on-site to inspect electrical installations prior to the commencement of each day of trade and advise the City of any breaches.

### 1.4 Sale of food

Food vendors are required to conform to minimum safety standards. Further details regarding the sale of food and food safety may be obtained from the City's website at [joondalup.wa.gov.au](http://joondalup.wa.gov.au)

All stallholders selling food (fresh or pre-packaged) must be registered with the Local Government Authority (LGA) in whose jurisdiction the business is based and must provide evidence of such registration with their application to the event.

Additionally, the City requires a copy of a recent inspection report from the relevant LGA. Where an inspection report has not taken place within six months prior to the event date or the inspection report indicates compliance issues, another inspection may be required before approval to trade is granted. An inspection can be conducted by City Environmental Health Officers at a cost to the food vendor of \$65.00.

### 1.5 Accidents, incidents and risk management

It is the responsibility of each stallholder to promptly report any incident to the on-site supervisor outlined in your event briefing pack, including:

- 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 food vendors or the public
- Hazards and near misses



## 1.6 Personal safety and security

Stallholders are required to maintain an appropriate level of personal safety and security. The City will not be liable for the loss of goods, cash or personal items, merchandise or damage to any goods including loss or damage as a result of on-site power failure.

## 2. Trade requirements

### 2.1 Attendance

Payment of stallholder fees constitutes agreement by the stallholder to attend the event on the agreed dates. If unable to attend, stallholders must notify the City a minimum of two weeks prior to the event day.

Failure to attend on the agreed dates may result in the City withdrawing permission for the stallholder to trade at subsequent event days.

### 2.2 Trading fees are non-refundable

Only stallholders selected to participate will be required to pay a fee. All fees are non-refundable, unless the stallholder can satisfy the City that the failure to attend at an agreed event day was due to circumstances beyond their control.

### 2.3 Trading times

All stallholders must be set up and ready to trade by no later than 30 minutes prior to the commencement of the event. Stallholders must trade and supervise their stall for the duration of the event.

### 2.4 Infrastructure

All infrastructure requirements and catering equipment necessary for trade must be provided by the stallholder. All infrastructure must be stable and firmly secured, to avoid the possible risk of injury. Please ensure that the infrastructure and equipment is set up and maintained in an appropriately safe and secure manner.

Stallholders must confine their equipment, displays and signs to the site area and keep all pathways and thoroughfares clear and unobstructed. All signage must directly relate to the products being sold. No commercial signs will be permitted.

### 2.5 Site location

The markets will be located in Central Walk and the dining precinct will be on Reid Promenade, Joondalup. Successful applicants will be assigned a stall site of approximately 3m x 3m in size. Site areas will not be perfectly to scale on

site maps. Stallholders will be advised of their site positioning approximately one week before the event. Stalls may be relocated at any time and for any reason as required by the City.

Stallholders with genuine practical or logistical reasons for requesting a particular location may contact the City to discuss this request; however, there is no guarantee of the preferred position being allocated.

There is also no guarantee that the same stall location will be allocated every week when trading over multiple dates.

### 2.6 Sub-letting and assignment

Stallholders are not permitted to share, sub-lease or assign a site to another stallholder or person without the prior written approval of the City.

### 2.7 Supervision of sites

Stalls must be supervised at all times by an adult for the duration of the market (5.30pm – 9.00pm).

### 2.8 Power and lighting

Access to single-phase electrical power is available. Stallholders must notify the City of their specific power requirements when applying. Stallholders must supply their own lights, power boards and extension

cords (minimum 30 meters in length), tested and tagged in accordance with Clause 1.3.

If lighting is required, each stallholder is permitted to bring their own tested and tagged safe and working lights.

### 2.9 Public address systems and hawking

Loud or amplifies product promotion by stallholders is not permitted. Public address systems are not to be used without the prior written approval of the City.

### 2.10 Disposal of rubbish

Bins will be provided by the City. It is the stallholder's responsibility to dispose of or remove any rubbish and ensure that the area is kept clean and tidy.

Large boxes and packaging are not to be disposed of on site. Stallholders are responsible for removing these items.

### 2.11 Competitions

Raffle tickets may not be sold nor competitions run at the event without any necessary statutory approvals and without the prior written consent of the City.



## 2.12 Samples, testers and promotional flyers

Product samples or testers and promotional flyers may not be distributed at the event outside the confines of your stall site without the prior written consent of the City.

## 3. Access

### 3.1 Traffic management

The City will implement traffic management measures, such as road closures or reduced speed limits, at its discretion. Stallholders are required to comply with all requests and instructions by City officials or their representatives with regard to traffic management.

### 3.2 Vehicle access

No vehicles may enter the event area during bump in/out or trading times unless instructed to do so by a City Officer (excludes emergency vehicles).

### 3.3 Stallholder parking

Dedicated parking space is not set aside for stallholder vehicles. Parking may be available near to the site.

## 3.4 Set-up

Successful applicants will be provided with detailed bump in/out instructions. These instructions will be emailed prior to the event and must be followed by all stallholders. Bump in/out instructions are subject to change and stallholders will be notified of any variation by the City.

## 3.5 Pack-up

Stallholders must not commence pack-up until the advertised closing time of each event. This is both a safety issue and a trading requirement.

## 4. Promotions

The stallholder consents to the City using any photographs submitted as part of the stallholder's application to promote any City event.

The City may engage a photographer to record activities at the event. The stallholder consents to any photos of the stall or stallholder's merchandise taken by City photographers to be used for promotional or archival purposes.

## 5. Sales

Although the City is committed to the successful promotion and delivery of all event days, the City does not take any responsibility for the level of sales that a stallholder may achieve.

## 6. Cancellation by the City

The City reserves the right to cancel the approval of any stall without refund and/or ban the stallholder from participation in future event days if it determines that the stallholder has breached any of the Terms and Conditions, or the stallholder is selling goods other than those specified in its application, without the prior written approval of the City.

## 7. Liability and indemnity

The City shall not be liable for any injury, loss or damage incurred by a stallholder who trades at an event day unless such injury, loss or damage is caused by the City's negligence.

The stallholder agrees to indemnify the City against any liability for injury, loss or damage which may be incurred as a result of the stallholder trading at an event day.

## 8. Insurance

Applicants who indicate they carry their own public liability insurance (mandatory for food stalls) must affect and maintain a policy of public liability insurance in an amount of not less than \$10 million for any one event.

## 9. Amendments

The City reserves the right to amend the Terms and Conditions and will notify stallholders of any changes prior to their coming into effect.



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*This document is available in alternate formats upon request.*