



WINTER NIGHT MARKET

TRADER INFORMATION PACK

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market**



2024 WINTER NIGHT MARKET

We are excited to be bringing back the Winter Night Market to Queen Victoria Market in 2024 for a 13-week season from Wednesday 05 June to Wednesday 28 August.

The Winter Night Market will continue to showcase Melbourne's rich and diverse culture through:

- Food vendors providing a wide range of freshly cooked street foods with a focus on multi-cultural cuisines.
- PopUpBars (we are a fully licensed venue).
- Designer fashion and artisan stalls offering a diverse product mix with an emphasis on innovative, handmade and locally designed pieces.
- Live entertainment with roving artists and performers.

STALL INFORMATION

Stall Dimensions

Stall dimensions at the Winter Night Market will be offered at different sizes dependent on location, product category and type of stall. In your application you will be asked to indicate your preferred stall size.

Specialty Stalls

3m x 3m

Food Stalls

5m x 4m or 3m x 3m

Food Carts

To be negotiated

What is provided with a stall?

Power

The Market has limited power available. All electrical equipment needs to be tested and tagged by a suitably qualified electrician before being brought to the Market.

Furnishings

Trestle tables are available for hire at \$12 per table per night (GST inclusive). To keep sightlines clean and visible, we ask that all stall displays remain below 2.4m.

Merchandising

Queen Victoria Market's merchandising standards and guidelines are designed to assist stallholders in positioning their product to be as successful as possible. While we encourage each stallholder to present themselves true to their own brand, a level of presentation is expected to provide customers with an enjoyable shopping experience.

In order to showcase your stall and products we require you to provide your own lighting.

Food Vendors

All hospitality traders will be required to operate with a POS system that can provide an "End of Day Report" and

proof of all sales including cash and EFTPOS transactions.

Make sure you tell us if you require cool rooms during your application. This will allow us to plan and allocate adequate space.

Unfortunately, cool rooms operating off generators or engines will not be permitted. **Please note this will incur additional charges.**

For your own and the general public's safety, all traders should be aware and ensure they are up to date and compliant with the relevant standards of all gas appliances set by Energy Safe Victoria. For further details and free advice, you can contact Energy Safe Victoria at:

www.esv.vic.gov.au or 1800 652 563.

Sustainability

Queen Victoria Market is committed to ensuring that our events have as little impact on the environment as possible. The guidelines below have been adopted to help us achieve this goal:

Go plastic bag & straw free

It takes a minimum of 100 years for a plastic bag to disintegrate. Help protect the environment by using only paper, recycled or bags. Plastic bags are not permitted at any Queen Victoria Market event.

Consumables

Food vendors are required to serve all consumables (plates, cutlery, straws etc) on sustainable wares approved by Queen Victoria Market.

STALL FEES & LICENCING

Successful applicants will be offered a licence with Queen Victoria Market Pty Ltd.

The exact terms and conditions of the licence will be set out in the licence document, a section of this will detail what we refer to as 'permitted use' - this is to help reduce any similar products making their way into the Winter Night Market.

| Specialty Shopping | Nightly Fee* | Season's Fee |
|--------------------|---------------|--------------|
| Full Season | From \$137.50 | \$1,787.50 |
| Casual | From \$137.50 | |
| Table Hire | \$12/table | |

*Inclusive of GST

* Power usage & waste management fee for Specialty stall holders will incur an additional cost of \$3.35 including GST per trading date.

| Hospitality Category | Site Fee (per night) | Additional Information |
|--|--|---|
| Food Carts | Minimum site fee of \$192.00 or 18% ex. GST of total gross revenue per night market, whichever is the greater. | Allocated undercover site at Winter Night Market. Electricity and waste management costs incur additional \$30.19 Excl GST per trading date. |
| Food Stall 6mx3m or Food Truck outdoor | Minimum site fee of \$465.94 or 18% ex. GST of total gross revenue per night market, whichever is the greater. | Allocated outdoor site at Winter Night Market. Electricity and waste management costs incur additional \$30.19 Excl GST per trading date. |
| Beverage Stalls (non - alcoholic) / dessert Stalls 3x3 | Minimum site fee of 582.88 or 18% ex. GST of total gross revenue per night market, whichever is the greater. | Allocated undercover site at Winter Night Market. Electricity and waste management costs incur in additional \$30.19 Excl GST per trading date. |
| Food Trucks | Minimum site fee of \$558.45 or 18% ex. GST of total gross revenue per night market, whichever is the greater. | Allocated undercover site at Winter Night Market. Electricity and waste management costs incur an additional \$30.19 Excl GST per trading date |
| Food Stall 5mx4m | Minimum site fee of 1285.36 or 18% ex. GST of total gross revenue per night market, whichever is the greater. | Allocated undercover site at Winter Night Market. Electricity and waste management costs incur an additional \$30.19 Excl GST per trading date |
| Food Stall 3mx3m- prepackaged food e.g. lollies, nuts & choc. | Minimum site fee of \$177.71 or 18% ex. GST of total gross revenue per night market, whichever is the greater. | Allocated undercover site at Winter Night Market. Electricity and waste management costs incur an additional \$30.19 Excl GST per trading date. |
| Cool rooms | | Allocated parking for cool rooms in BOH area with access to electricity will incur an additional fee of \$30.19 Excl GST per trading date. |

THE APPLICATION PROCESS

Key Selection Criteria

The selection criteria we apply in the assessment of all applications for the Winter Night Market is summarised below:

- The categories of merchandise, considering their distinctive uses, points of differentiation, alignment with the Market's winter theme (including the extent of on-site food preparation for food stalls), and the overall blend of food and merchandise within the Market.
- The stall set-up, including attention to aesthetics and any physical constraints
- The applicant's retail and business experience
- Flexibility and ability to fit in with other stallholders and to work with Queen Victoria Market management

- Any other matter considered relevant to the application

The sequence of the above criteria does not imply any relative priority. Furthermore, these are not the only criteria upon which the assessment of applications is made.

The Queen Victoria Market will not be evaluating any application for the purpose of entering legal relations. A legal relationship will only be contemplated when the successful application signs a formal letter of acceptance prepared by the company. The company reserves the right to act as it sees fit after considering applications received. The decision of the selection panel is final and not open to appeal.

What Happens Next?

Applications close at 9am on Monday 1st April 2024. Queen Victoria Market will not accept any applications after this date.

Should your application be successful, you will be shortlisted and asked to attend an interview with Queen Victoria Market.

First round offers will be made in early May 2024 and we will endeavor to notify every applicant of the outcome as soon as possible.

If you are unsuccessful this year, we still encourage you to apply for future Queen Victoria Market events.

APPLY ONLINE AT

QVM.COM.AU/BECOME-A-TRADER