

SUMMER NIGHT MARKET

2024- 2025

TRADER INFORMATION PACK





FAST FACTS

Dates: Wednesday 20 November 2024 – 12 March 2025 (excl. 25 December 2024 and 01 January 2025)

Number of trading nights: 15 nights

Time: 5:00pm – 10:00pm

Offer to include:

- Food vendors providing a wide range of freshly cooked street foods with a focus on multi-cultural cuisines.
- Pop Up Bars (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.
- Main stage featuring live entertainment, complimented with roving artists and performers.

STALL INFORMATION

Stall Dimensions

Stall dimensions at the Summer 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" known as "Z Reads" 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. **Please note this will incur additional charges.**

Unfortunately, cool rooms operating off generators or engines will not be permitted.

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 Summer Night Market.

Specialty Shopping	Site Fee (p/night)	Season Fee
Island Stalls - standard (3m x 3m)	\$130.00	\$1,950
Island Stalls - corner (3m x 3m)	\$137.50	\$2062.50
L Shed Stalls & L Shed Laneway (5m x4.5m Approx Size)	\$228.03	\$3420.45
Readers	From \$137.50	From \$2,062.50
Masseurs	From \$137.50	From \$2,062.50
Casual Stalls	POA	
Table Hire	\$12/table	
*Please note that all figures are GST inclusive		

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

	Site Fee (per night)	Inclusions (per night)
Food Carts e.g. coffee cart or confectionary cart	Minimum site fee of \$246.90 incl GST or 18% of total gross revenue per night market plus GST- whichever is the greater.	Allocated undercover site at the Night Market. Site fee includes electricity and waste management costs of \$15.55 Incl. GST
Food Stall 6mx3m or Food Truck outdoor	Minimum site fee of \$587.61 including GST or 18% of total gross revenue per night market plus GST whichever is the greater.	Allocated outdoor site at the Night Market. Site fee includes electricity and waste management costs of \$33.21 Incl. GST
Beverage Stalls/ dessert Stalls 3x3	Minimum site fee of \$691.56 including GST or 18% of total gross revenue per night market plus GST - whichever is the greater.	Allocated undercover site at the Night Market. Site fee includes electricity and waste management costs of \$33.21 Incl. GST
Food Stall 5mx4m or 6mx3m	Minimum site fee of \$1381.24 including GST or 18% of total gross revenue per night market plus GST - whichever is the greater.	Allocated undercover site at the Night Market. Site fee includes electricity and waste management costs of \$33.21 Incl. GST
Cool rooms		Allocated parking for cool rooms in BOH area with access to electricity will incur an additional fee of \$15.00 Incl. GST per trading date.

THE APPLICATION PROCESS

Key Selection Criteria

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

- The categories of merchandise, considering their distinctive uses, points of differentiation, alignment with the Market's Summer 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 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 2nd September 2024. 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 mid- late October 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