

Batman Summer Night Market 2018

EXPRESSION OF INTEREST (EOI) & REGISTRATION FORM

APPLICATION PROCESS

Step 1: Complete the Expression of Interest (EOI) / Registration form by typing into the grey areas. Please save as "Batman Market Application_Your Vendor Name_Spring17."

Step 2: Please return the form along with applicable documentation (see list below) to Batman Market management via email: batmanmarket1@gmail.com

Step 3: Batman Market will review your EOI and assess whether your product offering aligns with the Batman Market ethos and target stall mix. You will be contacted via email in approximately two days.

Step 4: If you are a suitable stallholder, your EOI will constitute your registration form. Batman Market will contact you to discuss trading dates, payment options, stall locations and operating requirements.

Step 5: You will receive an induction pack (including the *Set Up Guide* and *Market Rules*). Market management will communicate further updates via email and our website.

REQUIRED DOCUMENTATION

1. **Completed Expression of Interest / Registration Form**
2. **Photos of products and stall setup** (By sending us pictures, you agree to the pictures being used for marketing purposes on our website and other social media channels).
3. **Copy of Public Liability Insurance certificate (if applicable)**
4. **Certificate of Registration and Statement of Trade via Stretrader (Food vendors only)**

STALL CONTACT DETAILS

Name of contact person(s):

(Registered) business name:

ABN (if applicable):

Telephone number(s):

Email:

Website:

STALL INFORMATION

1. Which of the following best describes your vendor?

Food		
Coffee / Dessert / Snack <input type="checkbox"/>	Traditional Food <input type="checkbox"/>	BBQ <input type="checkbox"/>
Food Van <input type="checkbox"/>		
Non-Food		
Garden <input type="checkbox"/>	Art & Craft <input type="checkbox"/>	Cosmetics & Beauty <input type="checkbox"/>
Pet <input type="checkbox"/>	Clothing <input type="checkbox"/>	

2. What type of products do you plan to sell?

Feel free to include details and unique selling points such as following:

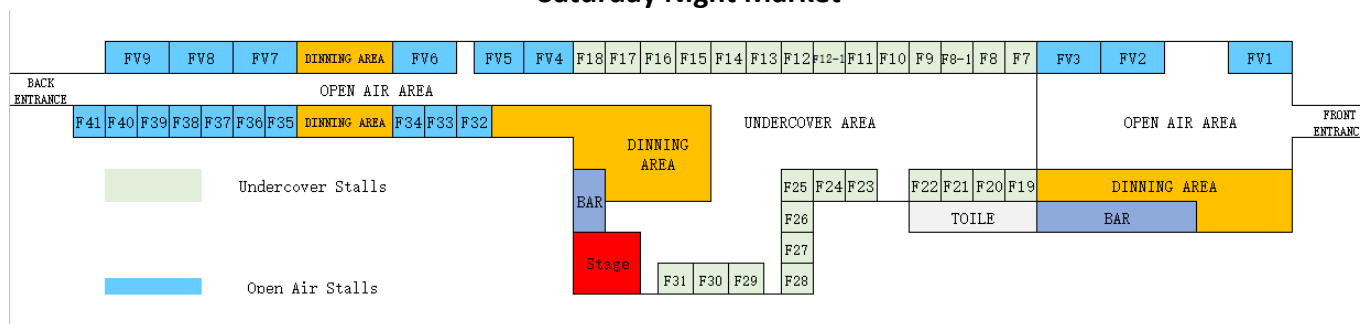
- Certifications e.g. certified organic, biodynamic
- Whether products are made by yourself
- Where you source your products

3. Please list your main items for sale and price

- | | |
|----|----|
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |
| 4. | \$ |
| 5. | \$ |

BATMAN MARKET STALL PLAN

Saturday Night Market



STALL SPACE

4. Please select the required stall type for your vendor.

24th February 2018 - Chinese New Year Stall Types & Prices

Type	Size	Price	Selected
Food Track & Van	6m * 3m	\$120	<input type="checkbox"/>
Food Stall	3m * 3m	\$105	<input type="checkbox"/>
Coffee Stall	3m * 3m	\$95	<input type="checkbox"/>
Art & Craft Stall (undercover)	3m * 3m	\$50	<input type="checkbox"/>

10th February, March 10th, March 24th 2018 Stall Types & Prices

Type	Size	Price	Selected
Food Track & Van	6m * 3m	\$100	<input type="checkbox"/>
Food Stall	3m * 3m	\$85	<input type="checkbox"/>
Coffee Stall	3m * 3m	\$75	<input type="checkbox"/>
Art & Craft Stall (undercover)	3m * 3m	\$50	<input type="checkbox"/>

Days	Selected
10 th February	<input type="checkbox"/>
24 th February (Chinese New Year)	<input type="checkbox"/>
10 th March	<input type="checkbox"/>
24 th March	<input type="checkbox"/>

5. What is the minimum size you need to setup your stall?

Width ___ Length ___ Height ___

To set up and pack up, vehicles can drive into the market. Unless authorised by the Batman Market, no stallholders will be allowed to have cars next to their stall during trade. Stallholders will have dedicated parking area during trade.

6. Do you require a vehicle next to the stall? Yes No

Please provide details of vehicle, including dimensions and why you need it.

ADDITIONAL EQUIPMENT

7. Do you require any additional equipment?

Add-on Options	Price	Quantity
Marquee Hire	\$20	
Table Hire	\$10	
Chair Hire	\$5	

ELECTRICITY

The electricity setup at the market will be based on the user's consumption as declared on the EOI. Any stallholder found accessing additional power not requested in the application form or not complying to electrical safety standards will cease to trade immediately.

8. Do you require access to electricity? Yes No

9. Do you have a generator? Yes No

10. Is your equipment tagged and tested? Yes No

Date of testing: __/__/__

You must provide description of equipment, power usage and test & tag details otherwise your application will not be accepted

Equipment	Equipment Power AMP	Tag & Tested Number

Electricity Unit	Price	Quantity
10AMP / 240V	\$20	
15 AMP / 240V	\$30	
> 15 AMP will require additional charges	POA	

STORAGE SPACE

All items stored must be clean and compacted in the dining hall. Stallholders requiring more than 2 square meters can contact us for special arrangements. The hall is locked throughout the week.

At the moment we only provide a general storage room for all stallholders, this means stallholders store equipment at their own risk. Batman Market is not liable for any loss or damage.

WASTE MANAGEMENT FEE

Batman Market hires a waste management team every market day. Similar to a shopping centre food court, the team will regularly empty bins around the market, clean dining seating areas and wash eating and cooking areas. We ask all food vendors to contribute to this waste management service.

Food Categories	Fee per Day	
Drinks & Coffee	\$10	<input type="checkbox"/>
Cooked Food	\$20	<input type="checkbox"/>

The waste and table cleaning fee does not include stallholders' own general waste, cooking oil or food waste, all stallholders must take their own waste back with them.

CLEANING DEPOSIT

The market site has been newly renovated and we want to maintain the cleanliness of the site for all users. All stall operations waste must be removed off-site by the stall holder – please keep your packaging to a minimum. To ensure compliance, we require stallholders to provide a cleaning and waste deposit as part of stall payment. A deposit receipt will be issued to you.

The deposit will be refunded once the stall has been packed up and checked.

Cleaning Deposit for Food & Drink made on site		Please tick
Food Stallholders	\$50	<input type="checkbox"/>

FOOD CERTIFICATES

Under the Food Act 1984, food businesses and individuals who sell food from a temporary site, such as a stall are required to have a food operating licence from their home council. A Statement of Trade (SOT) also need to be lodged with the council that they are operating in. For more information:

https://streetrader.health.vic.gov.au/public_site

12. Have you registered yourself on Streetrader according to the class of your food premises under the Food Act 1984?

Yes No N/A

Licence Number:

Registered Council:

You must attach a copy of your Streetrader Permit certificate to this application

INSURANCE

13. Do you have Public Liability Insurance? Yes No

Policy provider:

Policy number:

You must attach a copy of your public liability insurance certificate to this application

TERMS & CONDITIONS:

1. This is an Expression of Interest (EOI) form. It does not guarantee that you will be offered a site or that you must accept a site offered to you. If you are invited to become a stallholder at Batman Market, the EOI will constitute a formal registration form.
2. If accepted as a stallholder, you must comply with the Rules & Responsibilities of Batman Market. These are still under revision and will be made available to you in the induction pack.
3. Stallholders must only sell items that are described in the application form. If items sold are different and not approved by market management, we will have the right to deny you to operate at the market.
4. Batman Market management does not accept responsibility or liability for the accuracy of information in this document.
5. Batman Market is collecting the information on this form submitted by you for the purpose of assessing your application for stall rental at Batman Market and if accepted, registering your stall in the future. Part of your information (your business name, telephone number, logo and future stall location) may be used 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 disclosure is required by law.
6. It is the responsibility of stallholders to acquire public liability insurance to cover risks within their control as a stallholder. Batman Market has its own public liability insurance to cover risks arising from operating a community market. However, where a risk is within the stallholder's control, Batman Market will not accept liability for losses, damages, costs and expenses incurred in respect of any injury or damage sustained by any person resulting from or arising out of the stallholder's use of the stall in the course of the market. The stallholder must indemnify Batman Market against all such claims.
7. All Terms & conditions are subject to change. Batman Market will expressly notify you of any changes should they arise.

By signing, I confirm that I have read this form and accept its terms & conditions. To the best of my knowledge, all the information I have provided is valid and correct. I shall advise Batman Market of any changes as soon as I am aware of such changes.

I Agree I Do Not Agree

Signed:

(electronic signatures are sufficient)

Date: __/__/__