

K Town Markets

Food Vendor and Consumables Stallholder Application

Further Enquires: admin@ktownmarkets.com.au

www.ktownmarkets.com.au

Organisation/Business Name/Stall Trading Name:

Describe your products: crafts, gifts, home-made or grown produce

Contact:

ABN (if applicable):

Address:

Postcode:

Telephone:

Mobile:

Email:

Public/ Lia. Insurer:

Number:

Coverage \$

Site	Site Size	QTY	Price per ea	Total
Standard Site	3m x 3m		\$20.00	\$
Large Site	6m x 6m		\$40.00	\$

Electricity required	Yes/No		\$5.00	\$
Per Table Hire	Yes/No		\$5.00	\$
Per Chair Hire	Yes/No		\$2.50	\$

If electricity is required, please indicate what equipment you will be using so we can determine power required. It is up to stall holders to make sure ALL electrical equipment is tested and tagged.

Total \$

Please indicate if you are a Casual or Permanent:

Payment options:

EFT Only

Bank details will be on invoice

Must be paid on or before
the market day of
attendance

Fundraising groups pay the same as above.

Community Group Information – not sell only informing the public with information is free of charge.

How will your food be prepared?

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Please tick appropriate circle:

- ☐ Pre-made off site for sale
- ☐ Combination of both
- ☐ Food prepared and cooked on site

What is the address of the approved kitchen facility that you use to prepare your food?

What type of food do you intend to sell? _____

Do you have the required certification from the NT Environmental Health Department?

Yes / No

You must have the certification BEFORE you commence at the market

Do you have a Fish Retailer Licence?

Yes / No

This is a legal requirement for all vendors selling seafood of ANY type whether fresh or cooked

If you use a gas bottle, does it meet the legislated safety requirements?

Yes/No

You cannot use gas cylinders that do not meet the legislated safety requirements, please provide evidence at commencement

For further information, guidelines, requirements and forms please visit the NT Department of Health Food Safety website http://www.health.nt.gov.au/environmental_health/food_safety

K Town Markets cannot advise vendors of consumables of the legal requirements for food safety and preparation.

ACKNOWLEDGMENTS

Have you read and understood the application guidelines? Yes / No

Have you completed ALL relevant sections of the application? Yes / No

Have you read and understood the K Town Market pricing schedule? Yes / No

Have you read and understood the market rules? Yes / No

Have you attached any relevant registrations or certificate of currency that you hold? Yes / No

Your Full Name: _____ Signature: _____

Date: _____

Stall Holder Terms & Conditions

Please make sure you are 100% committed to fulfilling your obligations as a stallholder as outlined in this agreement. Cancellations have a significant effect on our entire working process prior to an event, including administration, logistics, marketing and PR.

The K Town Markets will not be held responsible for any loss or damage to person or property including the alleged negligence of the K Town Markets and including loss or damage arising out of weather and other conditions or the cancellation of the event due to any circumstance/s outside the control of the K Town Markets. All applications will be assessed on the following criteria.

Participation in the K Town Markets is subject to your acceptance of the following terms and conditions. Please read these carefully before completing the Application Form.

Can I bring my vehicle on site to unload and reload?

No vehicle access to the site will be while markets are operating. Car on site will need to be parked and switched off during these times.

Where can I park?

No parking is allowed on site during the operating hours of any market. All vehicles need to be parked in the Carpark.

When will I have access to the site to set up?

Access times, and all other information about setting up, will be outlined in the formal letter of confirmation. As a rough guide, access to the site usually opens 60 minutes before commencement of the event.

The Environment

K Town Markets does their best to ensure that the market grounds are left free of waste at the conclusion of the event. Your assistance in this matter is appreciated. Please try to reduce waste and use recycled and/or recyclable packaging and materials and remove all waste at the end of the market into bins provided.

Day Markets

Someone will be on location from 7.30am. Stallholders load in from 8am and no later than 8.30am, ready to trade by 9am. The market finishes at 12:00pm and no stallholder is permitted to pack up prior to this time.

Site Conditions

This is an outdoor market with a limited number of stalls and power. Stall sites will be allocated to Stallholders. Permanent Sties can be arranged, so you know where you are each week. Stallholders may use other free-standing

displays of their choice – these must be secured and weighted appropriately. Failure to contain your stall within the site will result in a request to remove displays/items immediately.

- Payment - An Invoice will be emailed to you if your application is approved, and then an invoice will be sent though the week prior to each market day.
- All payments are to be completed electronically. Payment details will form part of the invoice.
- Non-payment within the time frame may result in your booking being cancelled
- Reminder emails for non-payment of invoices will not be sent
- All applicants must have their own Insurance
- Please note that fees are non-refundable.
- A copy of your Public Liability Insurance (PLI) Certificate of Currency must be provided with your application.

I/WE AGREE TO THE ABOVE TERMS AND CONDITIONS AND HAVE ATTACHED A COPY OF OUR INSURANCE

Name:

Signed:

Date: