

ADDITIONAL STALLHOLDER INFORMATION/GUIDELINES FOR ASTC NIGHT MARKETS AND TODD MALL MARKETS INCORPORATED

1. What do I need to know about applications to trade?

Incomplete applications or those missing relevant documents such as public liability insurance and food registration permits will not be processed until all required items are submitted.

Stallholder merchandise must be approved through the application process and any products to be sold previously not listed on initial application must be submitted in writing to Alice Springs Town Council along with an updated copy of public liability insurance also covering new product/s

2. What are the site fees?

For **Todd Mall Markets** – please go to their website at www.toddmallmarkets.com.au or contact them direct on 0458 555 506 or info@toddmallmarkets.com.au

For **ASTC Night Markets** site fees from 1 July are \$33.50 per site per market payable to ASTC no less than 2 weeks prior event.

3. How can I make payment?

For **Todd Mall Markets** – payment is made on access on the day of the market

For **ASTC Night Markets**, payments must be received no later than 2 weeks before the market date to reserve a site. Please note sites may be reassigned if stallholders have not paid by the deadline for that particular market

Cash & credit card payments are acceptable and can be paid directly to Customer Service at Alice Springs Town Council, 93 Todd Street. Credit card payments incur a 0.55% surcharge and can be paid via phone on 8950 0500. Debit card payments 0.55% per transaction

Prices are based on a single allocated site. If a larger space is required, the cost will be double.

4. Do I need product and/or public liability insurance?

Yes, all stallholders including the following categories as required by law must hold and submit their own public liability insurance:

- STALLS RUN BY A BUSINESS OR AS A BUSINESS
- SERVICE CLUBS
- SPORTING CLUBS WHICH HAVE EXISTING LIABILITY COVER
- FOOD STALLS
- STALLS THAT ON SELL PRODUCTS
- STALLS THAT PRODUCE AND SELL TOPICAL APPLICATIONS OR TREATMENTS

5. How do I reserve a site and how are sites allocated?

To attend the Todd Mall Markets on a Sunday please register on line at www.toddmallmarkets.com.au

For ASTC Night Markets and/or Christmas Carnival please contact the Community Projects Officer on 8950 0505 or astc@astc.nt.gov.au

Alice Springs Town Council and Todd Mall Markets Incorporated reserve the right to refuse or assign sites at any time. Sites are allocated based on past participation, supply and demand. Site allocation is not solely dependent on previous market participation and is at the discretion of the market coordinators

Sharing site space with other stall holders without prior approval is prohibited and may result in a possible fine and/or the ability to participate in future markets.

Please note that Todd Mall Markets Incorporated and Alice Springs Town Council Night Markets allocate sites differently and your site number and location on a Sunday maybe different than those at a Night Market.

Both markets chalk their sites on the ground with ASTC following a basic number system and Todd Mall Markets using odd and even numbers. Please use the chalked number as a basis for the middle of your site.

6. What else do I need to know?

LOAD IN/LOAD OUT PROCEDURES:

Vehicle entry to the mall is one way only from Gregory Terrace

Vehicle exit from the mall is one way only onto Wills Terrace

All vehicles must use hazard lights with a speed limit within market boundaries of 5mph at all times – market boundaries are from the entry into Todd Mall at Gregory Terrace until the exit past the bollards at the northern end of the mall.

Once site has been located; stallholders must first unload vehicles and then remove vehicles from Todd Mall before start of set up to enable access to other vehicles

Vehicles may not enter the mall between the hours stated by either Alice Springs Town Council (Night Markets between the hours of 4.45pm - 9.01pm) or Todd Mall Markets Incorporated unless you have requested a specific time and it has been granted.

7. What is your cancellation policy?

For **Todd Mall Markets** please visit www.toddmallmarkets.com.au

For **ASTC Night Markets**:

Cancellations where possible must be made by COB, 48 hours prior to the market date

If prior payment has been made and the stallholder cancels, there will be no refund.

Council in the event of bad weather will make a decision by 2.00pm or earlier depending on weather situation on the day of the event.

Stallholders are responsible for calling Alice Springs Town Council reception on 8950 0500 after 2.00pm to check on the decision

Alice Springs Town Council is not responsible for loss of anticipated revenue due to market cancellation.

GENERAL:

All sites must be kept clean.

Any rubbish is the responsibility of the stall holder and must be removed from the site. This includes waste water and oil that is used by food stallholders

Public rubbish bins may not be used for disposal by stallholders

Stall infrastructure is the responsibility of each stall holder

All stallholders must keep entrances to existing Todd Mall businesses clear and ensure that there is clear public access to shop windows behind each stall

Electrical and gas equipment must be tagged, tested and current according to NT Worksafe guidelines. All electrical leads need to preferably off the ground or at least covered with rubber trip free matting.

Requests for electricity are to be submitted when registering expressions of interest to both ASTC and Todd Mall Markets Incorporated. Please note there is limited infrastructure for power within Todd Mall.

During ASTC Night Markets and Christmas Carnival, stallholders are encouraged to provide their own lighting in the form of battery or solar operated lighting

All food stallholders must submit with stallholder application a current copy of food registration and comply with the Department of Health conditions and guidelines. Food stallholders must also have a current copy of their food registration available whilst trading.

All stallholders must have a current copy of their public/product liability insurance on site.

Alice Springs Town Council and Department of Health officers will regularly inspect sites to ensure stallholders are compliant.

Smoking at your stall or in the vicinity is not permitted. Markets in the Todd Mall are Smoke Free

Animals and/or birds are not permitted at stalls

ROAD CLOSURES:

Please note that Parsons Street from Leichardt Terrace and the northern end of Todd Street will be closed for all Todd Mall & ASTC markets.

During some markets such as the Masters Games in October including the ASTC Christmas Carnival, Todd Street and Gregory Terrace will also be closed. Relevant information will be forwarded to all stallholders participating prior to these markets.

For more information contact the Community Projects Officer, 8950 0505 or astc@astc.nt.gov.au