



OPERATING PROCEDURES

Ebenezer Night Market 2020/2021

Prepared: 21 August 2020 by Matt Miles and Ian Forster

EBENEZER NIGHT MARKETS EBENEZER PLACE, ADELAIDE

STALL BOOKINGS

All traders who intend to hold a stall at the Ebenezer Night Market(s) must complete the on-line stall-holder registration form and provide details for all the required fields. On-line form available at formile.com.au/ebenezer-night-markets/

Please note, the stall-holder registration form only acts as a registration of interest - it does not confirm a stall site. Confirmation of accepted stalls will be at the discretion of market organisers and either accepted or declined via email to the registered email address submitted on the on-line registration form.

PAYMENT

There are two forms of payment required for the Ebenezer Night Markets:

- 1) A one-off \$70 (inc GST) seasonal registration / administration fee
- 2) A \$60 (inc GST) nightly stall fee

For 2020/21 season the Ebenezer Night Market seasonal registration/administration fee is \$70 (including GST). This fee is a one-off fee which is charged to all stall holders and goes towards underwriting the costs of holding the markets. This \$70 is payable in-full regardless if you book in for 1 date or 10 dates.

A stall fee of \$60 per night (inc GST) is required for each requested date. This can be paid for in two ways:

- 1) In cash on the night of the respective market
- 2) Via EFT into the organisers account – at least 24 hours prior to the respective market.

Cash receipts will be issued to all stall holders and a tax invoice can be issued if requested. Due to market overheads, unfortunately refunds due to poor sales will not be considered.

IMPORTANT: Once your registration has been accepted, a non-refundable \$70 registration/administration invoice will be issued along with a deposit of \$60 (total \$130). The deposit of \$60 can be utilised for the site fee of your final market date. However, if you cancel one of your market dates without providing at least 7 days' notice, the deposit will be forfeited. Those stall holders who forfeit their \$60 deposit by cancelling a market date with less than 7 days' notice will be required to pre-pay a new deposit before being granted permission to participate in their next market date.

INSURANCE

Stall holders are required to hold public liability insurance and if selling food items, product liability is also required. Both can be acquired reasonably easily for market stalls through AAMI Insurance and other insurance companies. If cooking at your stall, it is compulsory to have an in-test fire extinguisher and a fire blanket. Unfortunately, market organisers are not in a position to offer public liability insurance under the market insurance policy and stall holders are responsible for acquiring their own insurance cover.

TIMES

The markets open at 5.30pm and will close at 10.30pm.

BUMP IN / BUMP OUT

Bump in of stalls can occur between 4.00pm and 5.30pm.

Ebenezer Place will be closed to traffic **from 4.00pm**, however stall-holder vehicles will still be permitted past the road closures to drop off stock and stall items until 4.30pm. Therefore, between 4.00pm and 4.30pm stall holders will be permitted to enter Ebenezer Place from Union Street and drive through the enforced road closures – Note there will be staff at the road closure to check vehicles.

Once in Ebenezer Place, you will be allowed to stop as close as practical to your stall space (stall spaces will be allocated weekly and issued to all stall holders 24-48 hours prior to each market) and unload your items neatly onto the footpath. **Please be mindful of existing traders in the street (Café's & restaurants) and ensure your stock on the footpath does not impede their business or the thoroughfare of pedestrians.** This is a very sensitive matter for many existing traders, particularly Hey Jupiter Café, and it is critical that all stall holders do not impede the local businesses with stock deliveries.

You may be directed by market staff about where you can place your items during drop-off as many of the traders in the street operate their business on the footpath, hence there are certain areas not available for dropping of items whilst unloading.

Once unloaded, you will be required to then leave your stock and park your vehicle. Market staff will be onsite to keep an eye on your stock while you park. **DO NOT COMMENCE SETTING UP YOUR STALL AT THIS TIME.** Vehicles must unload and depart within 2-5 minutes to allow enough time for all stall holders to unload. **DO NOT LEAVE YOUR VEHICLE UNATTENDED IN EBENEZER PLACE WHILE UNLOADING.** Please remember Ebenezer Place is a one-way street (Union Street through to Rundle Street).

Once stock has been dropped-off please exit the street promptly and if necessary, wait patiently for stall holders in front of you to unload.

DO NOT ATTEMPT TO REVERSE OUT OF EBENEZER PLACE INTO UNION STREET. Not only is this dangerous, but it creates a traffic issue for incoming stall holders wanting to drop off.

If available, market staff will also try to assist with unloading – however this cannot always be guaranteed. PLEASE DO NOT PARK AT THE CORNER OF EBENEZER PLACE AND UNION STREET UNDER THE ARCH- THIS WILL BLOCK ACCESS TO THE CAR PARK FOR LOCAL RESIDENTS.

For your safety and the safety of others, please follow instruction of market staff. From 4.30pm onwards no vehicles will be allowed into Ebenezer Place and stalls will be allowed to set up in their designated spaces on the roadway. Stalls must be ready to operate from 5.30pm. Bump Out will occur from 10.30pm and all stall holders must have everything completely removed from Ebenezer Place by 11.30pm when the road will re-open to traffic.

SPACE

Each stallholder will be provided a 3.0 metre by 3.0 metre space (approximately). All stall holders will be assigned a designated number the week of the respective market and a corresponding map. Do not set up your stall outside of the chalked area that is your designated space. In the past, the most popular spaces have been those closest to Rundle Street and accordingly the occupants of these spaces have been rotated to ensure equity. Requests for specific spaces can be requested but no guarantees will be made to any stall holders. The organisers do not provide any furniture for your stall or access to power therefore, you must bring everything required to set up your stall.

MARQUEES

Marquees are allowed in this market however they are discouraged as the majority of the market is shaded from the nearby buildings and marquees can interfere in the visual scope of the market.

WEATHER

The Ebenezer Night Markets are an all-weather market. Accordingly, once a market is scheduled you are expected to trade regardless of inclement weather. It is recommended you bring protective covering for your merchandise in case of inclement weather. If the weather is considered too extreme for a successful market the organisers will cancel the market if deemed necessary and will give as much notice as possible. Pre-paid stall fees will be either reimbursed or carried over for another market in the event of a cancelled market.

FURNITURE

A number of stools, chairs and tables are provided for the general public to encourage market patronage. Please do not use these for your stalls.

HEALTH AND SAFETY

As a stall holder you are responsible for and required to:

- ensure the health and safety of all workers/volunteers engaged by the stall holder
- ensure that other persons' health and safety is not put at risk by work carried out (this includes all visitors, other stallholders and their staff, organisers and organisers contractors and employees of local traders in the local business area)
- ensure you provide a safe workplace (e.g. stall, work vehicle)
- provide sufficient training, instruction and supervision to protect workers / volunteers from risk
- provide safe systems of work (develop safe work procedures for high risk work)
- ensure safe use, handling and storage of plant, structures and substances – including marquees, trestles and any display furniture
- monitor conditions at the workplace to prevent illness and injury to workers

It is also essential that if you notice any hazards or unsafe practices occurring around you or in the Ebenezer Night Market area that you report this to the organisers immediately.

Due to COVID 19, the following conditions have been added for stall holders participating in the 2020/21 season of the Ebenezer Night Markets:

- each stall holder must have hand sanitiser available for all patrons to utilise
- stall holders should maintain a cleaning regiment regularly through the night of their stall
- stall holders should only have required staff in attendance
- stall holders should attempt to maintain a safe social distance with other stall holders at all times

The organisers of the Ebenezer Night Markets will enact the following;

- hand sanitiser stations at each of the entry points to the markets
- signage will be displayed to remind patrons of health requirements
- regular cleaning of public furniture and tables will occur
- spacing of public furniture

FIRE SAFETY

Please note that you must not use naked flames (candles, gas bottles etc) without prior permission.

Please note: if cooking at your stall it is compulsory to have an in-test fire extinguisher and a fire blanket. Organisers reserve the right to inspect these fire prevention apparatuses, and if necessary, close stalls failing to comply with appropriate fire safety.

A portable fire extinguisher for general use will be located with market organisers and located behind the stage and DJ.

EMERGENCY EVACUATION

In case of emergency Ebenezer Place may need to be evacuated. Please see appendix A for emergency evacuation procedures.

FIRST AID

A first aid kit for general use will be located with market organisers and located behind the stage and DJ.

PARKING

No parking is provided for stall holders however there are a number of nearby paid car parks and also a great deal of street parking. The most cost-effective paid park is the Wilson Adelaide Central Car Park at 225 North Terrace – provided you pre-book a bay online at www.wilsonparking.com.au/book-a-bay. See the Wilson Parking website for further information or call 8419 4500. Pre-booking a car space via book-a-bay can save on significant parking costs and takes only a minute or so online to register. You will need to specify your arrival time and departure time – however a 2-hour window is granted for both. For example, if you say you will arrive at 4.30pm, you will be permitted to enter anywhere between 3.30pm and 5.30pm. If you indicate your departure time will be 11.00pm, you will be permitted to leave any time between 10.00pm and midnight.

EAST END RESIDENTS & TRADERS (SHOPS)

The Ebenezer Night markets are supported by the East End Adelaide - which is a local precinct group consisting of local residents and traders. These markets are held to encourage vibrancy and promote the East End. Please give proper consideration to the needs of the local traders and residents. This includes being respectful of the traders in the area and their business as well as local residents.

STAFF

Ebenezer Night Markets are coordinated by ForMile Events on behalf of the East End Coordination Group. Staff from ForMile Events will be on site at all times. For the safety of fellow stall holders and the broader public, please listen and obey instructions provided by market staff. Refusing or ignoring reasonable staff instructions will result in suspension/ and or removal from the market permanently.