



EBENEZER NIGHT MARKETS

OPERATING PROCEDURES

2025/2026

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 \$120 (ex GST) seasonal registration / administration fee
- 2) A \$100 (ex GST) nightly stall fee

For 2025/2026 season the Ebenezer Night Market seasonal registration/administration fee is \$120 (excluding GST). This fee is a one-off fee which is charged to all stall holders and goes towards underwriting the costs of running the markets. This \$120 is payable in-full regardless if you book in for 1 date or 10 dates.

A stall fee of \$100 per night (excluding GST) is required for each requested date.

Stall-holder payments for all requested market dates will need to be **paid in-full and in-advance** for the total number of requested dates before stall holders will be confirmed for their requested dates. No part payments of invoices will be accepted. We recommend only booking dates that you are available for and intend to participate in.

Organisers will no longer be accepting cash or EFT payments on the night. Stall holders who have not organised their payments prior to their requested market dates will not be permitted to trade.

Market dates cancelled with more than 7 days' notice will be entitled to a refund of the respective market dates cancelled. Cancellations made with less than 7 days' notice will incur the site fee regardless of attendance at the market or not.

These markets are held outdoors and are subject to weather associated with operating outdoors (wind, sun, heat and rain). Please prepare for outdoor elements accordingly. If a scheduled market date is cancelled due to extreme weather, then a refund of the site fee will occur.

PAYMENT EXAMPLE – 1 x MARKET DATE REQUESTED

\$120 Seasonal Registration Fee

\$100 Site Fee

\$22 GST

\$242 payable prior to confirmation being issued

PAYMENT EXAMPLE – 5 x MARKET DATES REQUESTED

\$120 Seasonal Registration Fee

\$500 Site Fees

\$62 GST

\$682 payable prior to confirmation being issued

PAYMENT EXAMPLE – 10 x MARKETS DATE REQUESTED

\$120 Seasonal Registration Fee

\$1000 Site Fees

\$112 GST

\$1232 payable prior to confirmation being issued

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 insurance companies who have specific products for market stalls (e.g. AAMI) . 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 and Union Street (northern end- from Rundle Street to Sym Choon Lane) will be closed to traffic **from 4.00pm**, however stall-holder vehicles will still be permitted past the road closure for Ebenezer Place to drop off stock and stall items until 4.30pm. It will not be possible to drive through Union Street (from Rundle Street to Sym Choon Lane).

Therefore, between 4.00pm and 4.30pm stall holders will be permitted to enter Ebenezer Place from Union Street (enter Union Street from Grenfell Street) and drive through the enforced road closure in Ebenezer Place – 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 (cafes and 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.**

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 public traffic. Note: Stall holder vehicles will not be permitted into the street until ForMile crew advise (approx. 10.50pm onwards). Vehicles are not permitted into the event area until the roads are clear, it is suggested you help others pack up to ensure re-opening can occur as soon as possible.

Stall holders cannot line up with vehicles early, as this blocks carpark access for residents. Any stall holder vehicles trying to line up prior to event staff opening the road for pack-up will be turned away. For your safety and the safety of others, please follow instruction of market staff.

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. Stall positioning is at the sole discretion of market organisers, and the allocated positions issued 24-48 hours prior to each market are final. 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, you must bring everything required to set up your stall.

POWER

There is access to a very limited amount of Power in Ebenezer Place. If you require power, this needs to be requested (and paid for) in advance. Noting that priority will be provided to food vendors. Once power capacity is reached, there is no further power available and power will be issued on a first come, first served basis. Power will be charged at \$40 (+GST) for 1 x 15amp outlet per market. If you are a food stall that would like access power please contact Ali Bennett on ali.bennett@formile.com.au

LIGHTING

Whilst there is existing street and festoon lighting installed throughout Ebenezer Place and Ebenezer Piazza, ambient lighting does not reach all pockets of the market. Street lighting in Union Street is also limited, so it is recommended that stalls provide their own lighting to illuminate their stall / products after dark. Battery powered lights are very common and helpful in providing extra light once the sun has set.

MARQUEES

Marquees are allowed in this market however they are discouraged as most of the market is shaded from the nearby buildings. Marquees must be adequately weighted and appropriately secured, this is the responsibility of stall holders to ensure their marquee is safe and secure. The reason marquees are discouraged is because they interfere in the visual aesthetic of the market and block visibility of other stalls for patrons looking into the street and making a decision on whether or not to attend. For this reason, stalls that have marques will not be allocated in Union Street or in Ebenezer Place between Rundle St and where the pop-up Bar is located.

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 coverings 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.

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.

CLEANLINESS

Please note, it is your responsibility to leave the site in the state you were given it. This means removing all rubbish, packaging, food containers, stock and furniture. Market organisers are not your personal cleaners and are not responsible for picking up behind you when you leave. If cooking, please ensure you have adequate floor protection to ensure food scraps and oil is not absorbed into the pavement.

Do not adhere any signage using tapes, glue or adhesives to existing shop windows, walls buildings or painted poles.

FIRST AID

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

PARKING

Unfortunately there is no parking provided for stall holders however there are a number of nearby paid car parks and limited street parking in the area (please read on-street parking signs carefully as the City of Adelaide parking inspectors regularly patrol the area issuing parking infringements).

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 Coordination Group - 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.