



Merri-bek
City Council

Coburg Night Market

2025 Stallholder Guidelines



Coburg Night Market Stallholder Guidelines

Coburg Night Market is three days filled with delicious and diverse flavours, unique artisan products, and captivating entertainment. This year Coburg's most loved market takes place in the historic Bridges Reserve, just a short walk from the Coburg CBD. Coburg Night Market 2025 will run from Thursday 11 December to Saturday 13 December 2025.

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Acknowledgement of Country

Merri-bek City Council acknowledges the Wurundjeri Woi-wurrung people as the Traditional Owners and Custodians of the lands and waterways in the area now known as Merri-bek, and pays respect to their Elders past, present, and emerging, as well as to all First Nations communities who significantly contribute to the life of the area.

About Coburg Night Market 2025

The Coburg Night Market, a summer highlight in Melbourne's north, brings together a diverse community over three nights and two days. Patrons gather to savour delicious food, refreshing beverages, shop for local artisan makers products, and groove to exceptional live music. With a family-friendly and welcoming atmosphere, the market attracts up to 9,500 visitors per day.

www.merri-bek.vic.gov.au/coburg-night-market

Location

The Coburg Night Market will be held on the Bell Street side of Bridges Reserve, Coburg. A wet-weather venue will be the Coburg Courtyard in Victoria Street, Coburg.

Key Dates

Expression of Interest Process

Expression of Interest open: **Wednesday 30 July**

Expression of Interest Information Session: **Tuesday 5 August (6pm to 7.30pm - online)**

Please email coburnightmarket@merri-bek.vic.gov.au to request a copy of the recording.

Expression of Interest close: **Monday 25 August (11.59pm)**

Expression of Interest Confirmation

Stallholders notified of outcome: **Friday 5 September**

Final payment due: **Friday 26 September (11.59pm)**

Compulsory Stallholder Briefing: **Thursday 6 November (6:00pm to 7:30pm - online)**

Compulsory Completion of Online Safety Induction due: **Thursday 27 November**

Coburg Night Market Season

Bump In: **Thursday 11 December 2025** (Specific times will be confirmed in November)

Coburg Night Market #1: **Thursday 11 December (5pm to 10pm)**

Coburg Night Market #2: **Friday 12 December (5pm to 10pm)**

Coburg Night Market #3: **Saturday 13 December (12pm to 10pm)**

Bump Out: **Saturday 13 December 2025** (Specific times will be confirmed in December)

Expression of Interest Information

What are we looking for?

We're seeking passionate foodies, talented makers, and vibrant community stalls to help shape the energy and atmosphere of Coburg Night Market.

We welcome applications from emerging and established **First Peoples-led businesses**, independent artists, artisans, makers and food and beverage vendors.

When filling out the form, please choose the stall category that best suits your offering.

Food and Beverage Stalls

Coburg Night Market is a flavourful adventure, known for its wide range of fresh and exciting food. We're looking for passionate food vendors, including food trucks, trailers, carts and containers, serving quality dishes that celebrate Coburg's multicultural community.

If you're selling pre-packaged food or beverages for gifting or take-away, please apply under the Artisan and Craft category.

Artisan and Craft Stalls

The Coburg Night Market is an excellent choice for artisans and makers. Visitors attend to do their December shopping for a wide array of handcrafted treasures, including fashion, jewellery, accessories, artwork, homewares, artisan toys, gourmet packaged foods, and vintage items.

If you run a workshop or offer services such as massages, you can also express interest via this category.

Commercial / Merchandise Stalls

The Coburg Night Market welcomes a small number of stallholders offering non-handmade or commercially produced goods. While priority is given to small-scale and ethical makers, limited space may be available based on the overall product mix.

Merri-bek City Council Units

Council teams can use this category to promote services, programs or initiatives.

Thinking of performing or running demonstrations?

It may be possible to facilitate a performance or demonstration element as part of your stall. These can only be confirmed via your Expression of Interest due to the potential impact on other stallholders. Please tick this box and add a description in the Expression of Interest form.

How often can you trade?

Stallholders have the option to attend one, two, or three event days and must indicate their preference on the application form. It is crucial for Stallholders to commit to attending all selected dates. Refunds will not be provided to stallholders who fail to attend on their booked days.

Selection Criteria

Stallholder applications will be assessed based on the following criteria:

- **Local Preference:** Priority will be given to makers, producers, and service providers based in Merri-bek.
- **Product Quality and Uniqueness:** Consideration of the overall quality and distinctiveness of the products or food on offer.

- **Stall Presentation:** Assessment of the stall setup, including visual appeal and suitability for the site.
- **Experience and Financial Stability:** Review of the stallholder's retail and business experience, along with their financial capacity.
- **Attendance:** Preference will be given to stallholders who can commit to attending all three days of the market.
- **Support for Small-Scale Makers:** Preference for small-scale makers and businesses, rather than those selling commercially manufactured products.

Merri-bek City Council reserves the right to select stalls based on achieving a balanced mix of goods and services for the event. All decisions are final, and no negotiation will be entered.

Merri-bek City Council reserves the right to refuse incomplete applications.

Fees

Stallholders are charged fees for 3x3 metre or 3x6 metre sites, with different rates applicable for Food and Beverage traders versus Artisan and Merchandise traders. Additional fees may be incurred for hires, as needed. Please refer to the tables below to determine the applicable fees for your planned stall.

Food and Beverage Stalls and Trucks/Trailers

Type of stall	Space	Provided	Duration	Fee (inc. GST)
Food and Beverage without power	3 x 3 metre site or cart	No marquee, 1 x LED light for unpowered sites	Per day	\$170
	3 x 6 metre site or truck	No marquee, 1 x LED light for unpowered sites	Per day	\$301.50
Food and Beverage with power	3 x 3 metre site or cart	No marquee, 1 x 15 Amp power outlet, and additional power (available to hire)	Per day	\$224
	3 x 6 metre site or truck	No marquee, 2 x 15 Amp power outlet, and additional power (available to hire)	Per day	\$448

Artisan & Craft, Commercial & Merchandise and Services Stalls

Type of stall	Space	Provided	Duration	Fee (inc. GST)
Artisan & Craft / Commercial & Merchandise	3 x 3 metre site	No marquee, 1 x LED light	Per day	\$99
	3 x 6 metre site	No marquee, 1 x LED light	Per day	\$159.40

Additional Power (Food and Beverage powered site only)

Item	Details	Duration	Fee (inc. GST)
Power – Food & Bev additional	1 x 10 Amp supply	Per day	\$51.50

Power – Food & Bev additional	1 x 15 Amp supply	Per day	\$61.80
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Equipment Hire Fees

Item	Details	Duration	Fee (inc. GST)
Marquee 3 x 3 metre	Weights and setup included	Per day	\$220
Marquee 3 x 6 metre	Weights and setup included	Per day	\$440
Marquee Weights (3x3m marquee)	1 set of ballast (16 x 13kg total)	Per day	\$48.40
Marquee Weights (3x6m marquee)	1 set of ballast (30 x 13kg total)	Per day	\$90.75
LED Light	1 x LED light	Per day	\$38.50
Furniture - Trestle Table	1 x Trestle	Per day	\$18.70
Furniture - Chairs	1 set of chairs (2 total)	Per day	\$8.80

Event Operational Details

Accessibility

Coburg Night Market is built to be accessible by all. Stallholders should consider accessibility with care. Stalls can be designed to ensure heights allow for wheelchair users and include clear visual displays and menus that have both text and pictures, and colours and font sizes are highly readable.

Mandatory Site Safety Requirements

All stallholders must ensure the following:

- All stallholders must include a securely weighted marquee for weather protection (excluding self-contained food trucks or trailers).
- Marquees must be high-quality, durable and designed for outdoor use.
- Marquees must be securely weighted: a 3x3m marquee requires at least 40kg per leg, and a 3x6m marquee requires at least 60kg per leg.
- Pegging into the ground is not permitted anywhere onsite.
- Food stalls must have three walls, or two walls if using gas appliances.
- Stallholders must only operate within their allocated space (e.g. 3x3m or 3x6m marquee or assigned food truck/trailer footprint).
- A small back-of-house area may be available by prior arrangement and must be kept tidy and free from waste.
- Shared paths and areas outside your site must always remain clear and unobstructed. This includes A-frame signs, stock or equipment.
- All electrical equipment must be tested and tagged by a suitably qualified person before being brought to the event.
- All stalls will be inspected for safety before trading begins.

- Stalls that do not meet requirements may not be permitted to operate.

Marquees and Site Safety

To comply with PoPE (Place of Public Entertainment Permit) safety requirements, all stall infrastructure must meet relevant event safety standards.

Coburg Night Market provides event-grade marquees and appropriate weights for hire. These can be pre-booked through the EOI application form. Hire fees will be outlined in the Equipment Hire Fees table.

Bringing your own marquee is strongly discouraged. If you wish to use your own, you must provide correct documentation at the time of submitting your EOI that it:

- Is rated for commercial event use, which means:
 - A sturdy aluminium or steel frame (not lightweight pop-up or backyard gazebos)
 - Fire-retardant, waterproof and UV-resistant canopy
 - Engineered to withstand outdoor wind conditions (typically rated to 55 km/h or more)
 - Designed for use with ballast weights (not pegging)
- Meets minimum wind load requirements for outdoor events
- Includes certification from the manufacturer or a qualified engineer

Weights: All marquees must be installed in accordance with the manufacturer's specifications and securely weighted to prevent uplift. The minimum ballast requirements are:

- 3 x 3m marquee (4 legs): 40 kg per leg | 160kg total
- 3 x 6m marquee (6 legs): 65 kg per leg | 390kg total

Pegging: Use of pegs for marquees, or any other purpose, is not permitted on our event sites.

Please note:

Assembly instructions or general product specifications without relevant safety or compliance information will not be accepted as certification.

Applications submitted without the correct documentation will not be approved.

All on-site infrastructure will be inspected by a registered engineer. Marquees must comply with PoPE safety requirements at the time of inspection. *If your own marquee is later found to be non-compliant, your stall may be disqualified from participating.*

Vehicles, Trailers, Caravans and Cool Rooms/Chillers

Vehicles, trailers, caravans, and cool rooms/chillers require special planning for site layout and movement. Due to these considerations, our capacity to manage them on-site is limited. As part of your expression of interest application, please provide vehicle type/s and dimensions (including draw bars) and describe your ideal vehicle layout.

Additional Power Hire

- Only food and beverage stalls can use power. If you need power, you must apply for a powered site, which includes a standard package (1 or 2 x 15amp outlets). Any additional power must be requested in your application.
- Unpowered stalls cannot add power later but will be provided with a battery-powered LED light.
- If you're using a powered site, you'll need to bring your own lighting or hire it separately.

Use of Stallholder-Owned Generators (Not Permitted)

The use of stallholder-owned power generators is not permitted, including those attached to vehicles. This is to ensure we can maintain safe, reliable, and quiet power across the site. We use low-noise generators that meet electrical safety requirements under the PoPE and carefully plan power distribution to avoid overloading or tripping. All stallholders must estimate their power requirements in their application so we can manage supply effectively.

Using Gas Appliances

Stallholders must comply with the relevant standards of all gas appliances set by Energy Safe Victoria. These standards ensure gas appliances are used safely and consider equipment, installation, ventilation and clearance, fire protection and emergency procedures.

For further details you can contact Energy Safe Victoria on 1800 652 563 or visit this link - [Code of practice for the Safe use of LP Gas at Public Events in Victoria | Energy Safe Victoria \(esv.vic.gov.au\)](https://www.esv.vic.gov.au/code-of-practice-for-the-safe-use-of-lp-gas-at-public-events-in-victoria).

Certificate of Registration of Food Premises

Food and Beverage vendors will require an up-to-date copy of their Certificate of Registration of Food Premises from their principal Council (where the businesses' food is made, or equipment is stored). If selected for a stall, Food and Beverage vendors will need to provide a copy of this certificate to the market organisers.

Lighting

All unpowered sites are supplied with a battery powered LED lamp to light the inside of the stall/marquee. These are rechargeable units and will be recharged by event staff after each event day. Additional lights can be hired if required.

Furniture

Trestle tables and chairs are available for hire at the event.

Water

Coburg Night Market will provide water stations which can be used by stallholders for drinking and filling containers.

There will be no access to hot water on site. Stallholders needing to clean and sanitise equipment and utensils will need to bring a kettle to boil water as well as they own water storage.

Handwashing Facilities

Stallholders that require hand washing must supply their own hand washing facilities.

Waste, Rubbish and Cooking Oil

Stallholders are responsible for managing their own waste generated throughout the event. Merri-bek City Council promotes recycling and composting where possible in order to reduce waste ending up landfill.

Stallholders must remove all waste from site including waste, recycling and cooking oils. General Waste, Mixed Recycling, Glass Bins will be provided for general public use.

Event Planning Process

Expression of Interest – Information Session

If you are interested in submitting an Expression of Interest (EOI) and would like to find out more information, we will be holding an online EOI Information Session on 6:00pm to 7:30pm, Tuesday 5 August 2025.

[Register Here](#)

Expression of Interest – Application Deadline

Expression of Interest close 11.59pm, Monday 25 August 2025. Late applications will not be eligible for consideration.

Stallholders notified of outcome

All successful and unsuccessful applicants will be notified of their Expression of Interest outcome by Friday 29 August 2025.

Wait list

As there is limited capacity at the market, a wait list will be held for stallholders that meet the selection criteria. Stallholders on the wait list may be offered a site should a space become available.

Payment Process

- Once stallholders have been selected, you will receive confirmation via the Expression of Interest form. The confirmation will prompt you to upload any final documents and details, as well as to make payment.
- Stallholders that have not paid their fees prior to event day will not be permitted on site.
- Payment Deadline is the **26th of September 2025**

Cancellation/Refunds

Stallholders must attend all the market days they book, and no refunds or credits will be provided for non-attendance, regardless of the reason. Inability to attend on alternative dates will also result in no refund or credit. Merri-bek City Council has the right to cancel the event due to circumstances, such as inclement weather, that may pose a reasonable risk to stallholders, the public, or staff. In such cases, stallholders cannot make claims for loss against Merri-bek City Council.

Insurance

All stallholders must hold current Public Liability Insurance (PLI) with a minimum coverage of **\$20 million**.

If your Expression of Interest is successful, you'll be asked to provide a digital copy of your Certificate of Currency. The certificate must clearly show the insured party's name, coverage amount, and valid policy dates.

FoodTrader (Statement of Trade)

Food and Beverage vendors are required to hold a current FoodTrader Certificate, which will need to be provided on selection. This certificate ensures that your food service is registered with a local government authority and can legally trade.

You can find out more and register here: <https://foodtrader.vic.gov.au>. If selected for a stall, Food and Beverage vendors will be required to register for a Statement of Trade via FoodTrader for each day attending the market.

Closed Alcohol Sales

Coburg Night Market is a licensed area. Alcohol for onsite consumption will be available exclusively through a contracted bar operator who holds the appropriate liquor licence.

Stallholders may be considered for approval to sell sealed, unchilled, prepackaged takeaway alcohol products for offsite consumption only.

The sale or supply of alcohol by stallholders for drinking onsite is strictly prohibited. This includes any activity that encourages or enables on-site consumption, such as:

- Providing cups, glassware or drinking vessels
- Opening bottles or containers
- Offering tastings that do not meet licence conditions

No alcohol giveaways or tastings are permitted unless pre-approved and compliant with all applicable licensing rules.

If you intend to sell alcohol products, please indicate this in your Expression of Interest. We'll follow up with further licensing requirements during the approval process.

Child Safety

Merri-bek City Council is committed to being a Child Safe organisation and has zero tolerance for child abuse. Stallholders who plan to interact directly with children are required to provide Working with Children Checks for staff.

Cultural Safety and Inclusion

Merri-bek City Council is committed to fostering a welcoming, inclusive and culturally safe environment for all stallholders, staff and visitors at Coburg Night Market.

As a stallholder, you are expected to contribute to an event atmosphere that is respectful, inclusive and free from discrimination. This includes but is not limited to:

- Respecting the rights, identities and cultures of First Peoples
- Supporting safe and inclusive spaces for LGBTQIA+ communities
- Engaging with community members of all ages, backgrounds, languages and abilities in a respectful and accessible manner
- Ensuring your signage, displays, products and interactions reflect these values
- Complying with Council's Child Safety and Anti-Discrimination policies

Any behaviour that breaches these principles may result in removal from the event. We thank you for helping make Coburg Night Market a space that celebrates diversity and shared community values.

Stall Allocation

Stallholders will receive their site allocation and site plan **two weeks** prior to the event.

Stall activities are restricted to the space allocated, such as a 3x3m or 3x6m marquee, or a designated food truck/trailer bay.

A small back-of-house area may be available and will be confirmed in advance. This space must be kept tidy and free from waste at all times.

Any paths or areas outside of your allocated space must remain clear and unobstructed. This includes A-frame signs and any other possible trip hazards.

Stallholder Briefing

An online Stallholder Briefing will occur for all successful applications of each event. It is compulsory for all participating stallholders to attend as important event information will be provided at each Briefing.

Coburg Night Market Stallholder Briefing: 6:00pm to 7:30pm, Thursday 6 November 2025 (online).

Safety Induction

A mandatory safety induction will be provided to each stallholder to complete online. Stallholders will not be permitted onsite without it, and this will be checked by event staff on the day.

Event Delivery

Bump In

Stallholders will be assigned a time to bump in (entering the site and setting up). This will be during the morning of the first event day. Event Staff will oversee bump-in and bump-out and are here to help. Please ensure you treat Event Staff and other stallholders with respect and patience on the day.

Event Ready

Stallholders will be assigned a time and date for set by the Coburg Night Market Production Manager. Stalls must be completely set up and ready for trading a minimum of one hour before the event opens to the public.

Bump Out

Marquees and food trucks will stay in place overnight on the Thursday and Friday evenings. We advise to take any valuables including stock with you each night as the park is a public space, and we cannot guarantee the safety of your belongings.

Security

Security will be onsite during bump-in, event trading hours, and overnight across the Coburg Night Market. The security team's primary responsibilities include crowd management, general safety, and monitoring alcohol-related behaviour.

While overnight security will patrol the site, **stallholders remain responsible for their own equipment and stock**. We strongly recommend taking any valuables, stock, or electronic items with you at the end of each night, as we cannot guarantee the security of individual stalls after hours.

Event Safety and Security Duties:

- Maintain a visible presence across the site and monitor public behaviour
- Assist with asset protection and general site safety
- Support the safe flow and movement of crowds throughout the event
- Monitor and manage responsible alcohol consumption in line with licensing conditions
- Conduct headcounts or patron counts at key entry and exit points
- Check that emergency exits remain clear and operational at all times
- Patrol the site and report issues to the Event Manager (e.g. overflowing bins, strong odours, traffic concerns)
- Respond to public incidents and assist with first aid where required

Safety

Stallholders are required to operate their stall in a safe manner and adhere to any applicable safety regulations and guidelines.

First Aid

First Aid facilities will be available onsite and may be used in an emergency to supplement a stallholder's own facilities. Stallholders are required to provide their own First Aid kit suited to their stall activities.

Smoke Free Event

Smoking is banned from all outdoor dining areas, including food fair events such as the Coburg Night Market.

Alcohol Licensing

Coburg Night Market operates bars on site and the entire site is a licensed area. All stalls must operate under the obligations of the licence and people under the age of 18 are required to attend the event with their parents or guardians.

Plastic Free Event

Serving up sustainability: unbleached serviettes, reusables, and plastic-free choices

Coburg Night Market follows Merri-bek City Council's Plastic Wise Policy, which supports the use of sustainable, low-impact materials. Stallholders are expected to minimise waste and choose reusable, recyclable or compostable alternatives where possible.

You can read more and download the full [Plastic Wise Policy](#) via the Merri-bek City Council website.

The following items are NOT allowed at the event:

- Balloons
- Single-use plastic including bags, bottles (e.g., water, soft drinks), cups, plates, bowls, straws, cutlery, and take-away containers
- Non-recyclable packaging
- Compostable plastic cups, plates, bowls, straws, cutlery, and take-away containers
- Avoidable plastic packaging like cling wrap, plastic bags, or similar

Preferred materials include:

- Reusable or recyclable containers
- Unbleached paper serviettes
- Fabric or compostable banners and signage
- Washable cups, plates and cutlery

Please use reusable event materials like promotional banners and flags whenever possible.

Exemptions can be obtained for coffee and ice cream traders where non-single use cups are unavailable. Please indicate in your Expression of Interest if you wish to apply for an exemption.

Photography and Filming

Merri-bek City Council events are attended by professional photographers and videographers. If you do not want to be filmed or photographed, let the photographer/videographer know.

Terms and Conditions

- The Coburg Night Market site has a limited number of stall spaces available. Council reserves the right to select stalls based on achieving a balanced mix of goods and services for the event. All decisions are final, and no negotiation will be entered into. No product exclusivity will be guaranteed.
- The stallholder may sell only goods or services listed on their Expression of Interest. If the Stallholder wishes to make any major changes to the product list, they will need to contact the market organisers to let them know.
- Council reserves the right to refuse incomplete applications.
- Once confirmation has been received and invoice issued, no refunds will be made.
- Council reserves the right to cancel a site if fees are not paid by the due date.

- The Event Manager, at their discretion, may direct a stallholder to leave if their behaviour is deemed offensive or unsafe. If a stallholder is directed to vacate a site, any fees paid will not be refundable.
- Stallholders must be available to trade on the dates they apply for.
- Council reserves the right to cancel the event under any circumstances that pose a reasonable risk to stallholders, the public or staff (including inclement weather on contingency dates). In this case, there will be no refunds for any fees incurred by stallholders.
- Stallholders must remain on site for the duration of the event. Early pack-up is not permitted.
- Stallholders must abide by any lawful direction by event staff on the day of the event.
- Stallholders must maintain the highest possible standards of presentation and service.
- All electrical equipment must be tested and tagged by a suitably qualified person before being brought to the event.

Privacy and Declaration - Coburg Night Market

Merri-bek City Council is committed to protecting your privacy in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

The personal information requested on this form is being collected by Merri-bek City Council for the purpose of administering and assessing applications for the Coburg Night Market and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number).

The personal information will be disclosed to assessment panel members engaged by Council for the purpose of evaluating applications for the Coburg Night Market and may also be used by Council for related purposes.

It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not provided, Council may not be able to process your application or contact you regarding the outcome.

By submitting your application to take part in the Coburg Night Market, you confirm that:

- You have read and understood the terms outlined above;
- You acknowledge and consent to the collection and use of your personal information for the stated purposes;
- You are a permanent Australian resident;
- You are not currently bankrupt or insolvent under the Bankruptcy Act 1966;•
- The information you provide is, to the best of your knowledge, true and correct; and
- You understand that stallholder and equipment fees are non-refundable if you fail to attend the event.

Submitting Your Expression of Interest

Submit your Expression of Interests for a stall during the 2025 Coburg Night Market by filling out the appropriate form below.

[Start your application](#)

Expression of Interest close **11.59pm, Monday 25 August 2025**

To enquire about your application email coburnightmarket@merri-bek.vic.gov.au or phone 9240 1208.