EXTERNAL VENDOR APPLICATION

NAME: ________________________________________________________

TRADING NAME: ________________________________________________________

CONTACT NUMBER: ________________________________________________________

E-MAIL: ________________________________________________________

PRODUCT DESCRIPTION: ________________________________________________________

STALL FOR 1 DAY ONLY:
- SMALL (1.5m x 2m) $15
- LARGE (3m x 2m) $30
- EXTRA TRADE HOURS $5

# OF TABLES REQUIRED?*: ____

* Tables are now provided by UniCentre on request. 1 table will be provided FREE of charge. Additional tables can be requested at a cost of $5 per table.

LEGAL WAIVER
Activities by their specific natures have inherent risks, and accidents can happen which may cause injury and/or death. By signing this document I acknowledge that I am participating of my own free will, and I release (except through negligence) all UniCentre associates, principals, servants and agents from all liability arising as a consequence of injury and/or death suffered from my participation. I also agree to abide by any stated terms, conditions and policies to ensure the responsible safety of myself and others during this activity.

SESSION ONE DATES:
- 2 March
- 16 March
- 30 March
- 20 April
- 4 May
- 18 May
- 1 June

SESSION TWO DATES:
- 27 July
- 10 August
- 24 August
- 31 August
- 14 September
- 5 October
- 19 October

PROCEDURE:
* Cars being used for set-up permitted 7am-8am only.
* Make payment at UniShop.
* Show payment receipt at set-up and receive stall allocation.
* Collect you table (if applicable) at 10:30am and return to the same location by 2:00pm.
* Cars on campus 2pm-3pm only for pack-down.
* Leave location as you found it

MORE INFORMATION: Centre for Student Engagement (CSE) (02) 4221 8179 or visit the website.

Sign: _____________________________
EXTERNAL VENDOR PROCEDURE

If successful in your application for a stall at the UOW Market Alley, please ensure you read the following procedure for event days to ensure a smooth set-up and pack-down process.

UOW Market Alley trading hours are 11am-2pm, stall holders are permitted to trade additional hours (upon application) at a cost of $5 per hour payable to the UniShop when paying for their stall.

Tables are available for your stall (upon application) at the rate of 1 FREE table per stall fee and additional tables at $5 each. Please book or cancel your tables a minimum of 48 hours in advance.

BEFORE THE EVENT:

Please provide the Market Coordinator with a signed application form and a current copy of Market Stall Trading Liability Insurance.

ON THE DAY:

1. If unloading your vehicle on pathways, do so and remove vehicles and trailers to designated University Parking Stations between 7am-8am. If setting-up without the use of vehicles on University pathways, begin set-up at 10:30am.

2. Make stall payment to the UniShop Ticket Window, based on your stall size and any additional trading hours and tables you have applied for.

3. Contact the Market Coordinator on 0458 258 834 to notify of your arrival and be allocated a stall position. Please have payment receipt available for to be sighted at this point.

4. Collect any approved tables from the designated location, only applicable if you have notified table requirements upon booking a stall. Stalls must remain within the designated area – oversized stalls will be instructed to either make stall smaller in size or pay an additional stall fee.

5. Return borrowed tables to their original location by 2pm and leave stall space in the same condition that it was found. Those stall holders who require vehicle access for pack-up must not bring vehicles back onto campus before 3pm (this incurs an additional $5 per hour of trade time).
IMPORTANT INFORMATION:

• Businesses wishing to trade on campus must go through UniCentre Marketing who can be contacted on unicentre-marketing-request@uow.edu.au. UOW Market Alley is open to registered market traders and non-registered business owners.
• Applications will not be accepted less than, and cancellations are due, 48 hours prior to the event. Those not abiding by this condition may be charged the stall fees for that day.
• We are unable to provide power to stalls.
• UOW Market Alley is an open-air market, in the case of rain coordinators will do their best to accommodate stalls however shade is not guaranteed.
• Payments can only be made in person at the UniShop Ticket Window using cash, cheque, credit card or EFTPOS. No online or phone payments are available at this time.
• Stall locations must not impede safety and emergency access and may be asked to relocate in this instance.
• Cars will not be permitted onto campus between 8am-2pm. Stall holders wishing to unload from a car/trailer must do so before 8am and pay the additional $5 per hour of trade time. Those wishing to load-in at the designated load-in time of 10:30am, can do so by walking stock and equipment from the UniBar Loading Dock.
• Vehicles are not permitted on any grass areas and are subject to parking regulations as per the University Parking Policies. http://www.uow.edu.au/aboutparking/

We look forward to receiving your application to trade at UOW Market Alley. Please return the completed application form to the Centre for Student Engagement a minimum of 48 hours prior to the event date for consideration.

Market Coordinator
Centre for Student Engagement
Level 1, Building 11. UOW.
Northfields Avenue, Gwynneville.
P.: (02) 4221 8179
E:: awest@uow.edu.au