

NARRABRI SHIRE CHRISTMAS POP UP SHOP VENDOR EXPRESSION OF INTEREST

Narrabri Shire Council is committed to supporting local businesses and creating an inviting, vibrant CBD that encourages increased trade and patronage, following sustained periods of difficult economic conditions. Council has accessed funding through the Australian Government under the Murray–Darling Basin Economic Development Program for the purpose of a Business Improvement Program - 2021 Christmas Activation.

The 2021 Christmas Activation will feature festive installations in Narrabri, Boggabri, and Wee Waa during December 2021, in addition to a potential Christmas Pop Up Shop, located in Maitland Street, Narrabri.

Council is seeking expressions of interest (EOI) from businesses and stallholders located within Narrabri Shire to participate in the 2021 Christmas Pop Up Shop.

The Christmas Pop Up Shop provides an excellent opportunity for home-based businesses to trial trading in a retail space, to support new premise establishment. Additionally, it provides existing businesses extra space for Christmas retailing and business promotion in a predominate main street location during December 2021.

The Christmas Pop Up Shop will activate vacant retail space, operating like an indoor market and EOI are welcomed all from businesses and stall holders located within Narrabri Shire Local Government Area.

There is no fee to be a stallholder at this Christmas Pop Up Shop.

Applicants should complete the EOI form only after reading, and agreeing to, the terms and conditions listed below.

Applications close 5pm Friday, 5 November 2021. Please submit EOI and documents to council@narrabri.nsw.gov.au, attention Small Business Liaison Officer. For further information regarding this EOI or program, please contact Council's Small Business Liaison Officer on 02 6799 6866 or council@narrabri.nsw.gov.au.

Eligibility

To be considered as a stallholder the following terms and conditions apply:

- Business/stall holder based in the Narrabri Local Government Area – this includes those located in Boggabri, Wee Waa, Pilliga, Bellata and surrounding localities.
- Applicants must have all relevant permits/licenses to operate your business (if applicable).
- Applicants must submit current Public Liability Certificate with expression of interest and any other relevant trading approvals, as requested by Council.
- Applicants are required to supply their own display equipment, payment facilities, staffing and product for stall.
- Applicants are encouraged to assist in the promotion of the Christmas Pop Up Shop through your social network.
- Applicants must commit to having their stall open for the duration as selected in EOI, with up to 1 hour set up and pack up at either side of these operating days/hours.
- Applicants remain responsible for their own parking of vehicles during the markets and will be required to walk on all equipment/stall items. No vehicles will be allowed to park on site.
- Retail Only - Food vendors not permitted (e.g. – no fresh produce, freshly prepared hot/cold food, BBQs). Preserved/non-perishable food vendors permitted.
- Applicants will be contacted by Council following completion of EOI process regarding outcome and further information.

Business Details

Business Name

Australian Business Number (ABN)

Applicant

Contact Name

Telephone Number

Postal Address

Email Address

Business Trading Address (If Applicable)

Insurance

Does the organisation have Public Liability insurance?

 Yes No

Stall/Space Requirements

Please select which best describes your business.

Local Artist/Artesian/Maker

Start-up business

Gift wares

Social enterprise/Not for profit/Community group

Other

Please provide a brief description of your business or intended stall holder activities

Please select approximate display area size required

3x3 metre

6x6 metre

9x9 metre

Do you require power for displays? (Existing interior lighting supplied)

 Yes No

Stall Operating Dates and Times

(Note: Bookings will be confirmed Early November 2021, not all selected times may be available)

Please select preferred dates and times for operating your stall/display at Christmas Pop Up Shop.

<input type="checkbox"/>	Thursday 2 December 2021	10.00am – 2.00pm	2.00pm – 5.00pm	5.00pm – 8.00pm
<input type="checkbox"/>	Friday 3 December 2021		10.00am – 2.00pm	2.00pm – 5.00pm
<input type="checkbox"/>	Saturday 4 December 2021		9.00am – 1.00pm	
<input type="checkbox"/>	Thursday 9 December 2021	10.00am – 2.00pm	2.00pm – 5.00pm	5.00pm – 8.00pm
<input type="checkbox"/>	Friday 10 December 2021		10.00am – 2.00pm	2.00pm – 5.00pm
<input type="checkbox"/>	Saturday 11 December 2021	9.00am – 1.00pm		
<input type="checkbox"/>	Thursday 16 December 2021	10.00am – 2.00pm	2.00pm – 5.00pm	5.00pm – 8.00pm
<input type="checkbox"/>	Friday 17 December 2021		10.00am – 2.00pm	2.00pm – 5.00pm
<input type="checkbox"/>	Saturday 18 December 2021	9.00am – 1.00pm		

Please confirm that your stall will operate for the full duration of selected times/days.

Please confirm that you will provide all infrastructure (tables/display stands), employees, payment provision and products for stall/pop-up

Certification

I acknowledge that I have read the relevant program terms and conditions and I certify to the best of my knowledge the statements made within this application are true and correct. I understand that if the application is successful, I will be required to accept the terms and conditions as outlined.

Name

Position

Signature:

Date (dd / mm / yyyy)

Submission Checklist

- Expression of Interest form completed**
- Current Public Liability Insurance Certificate provided**
- Other relevant business/trading approvals applicable**

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