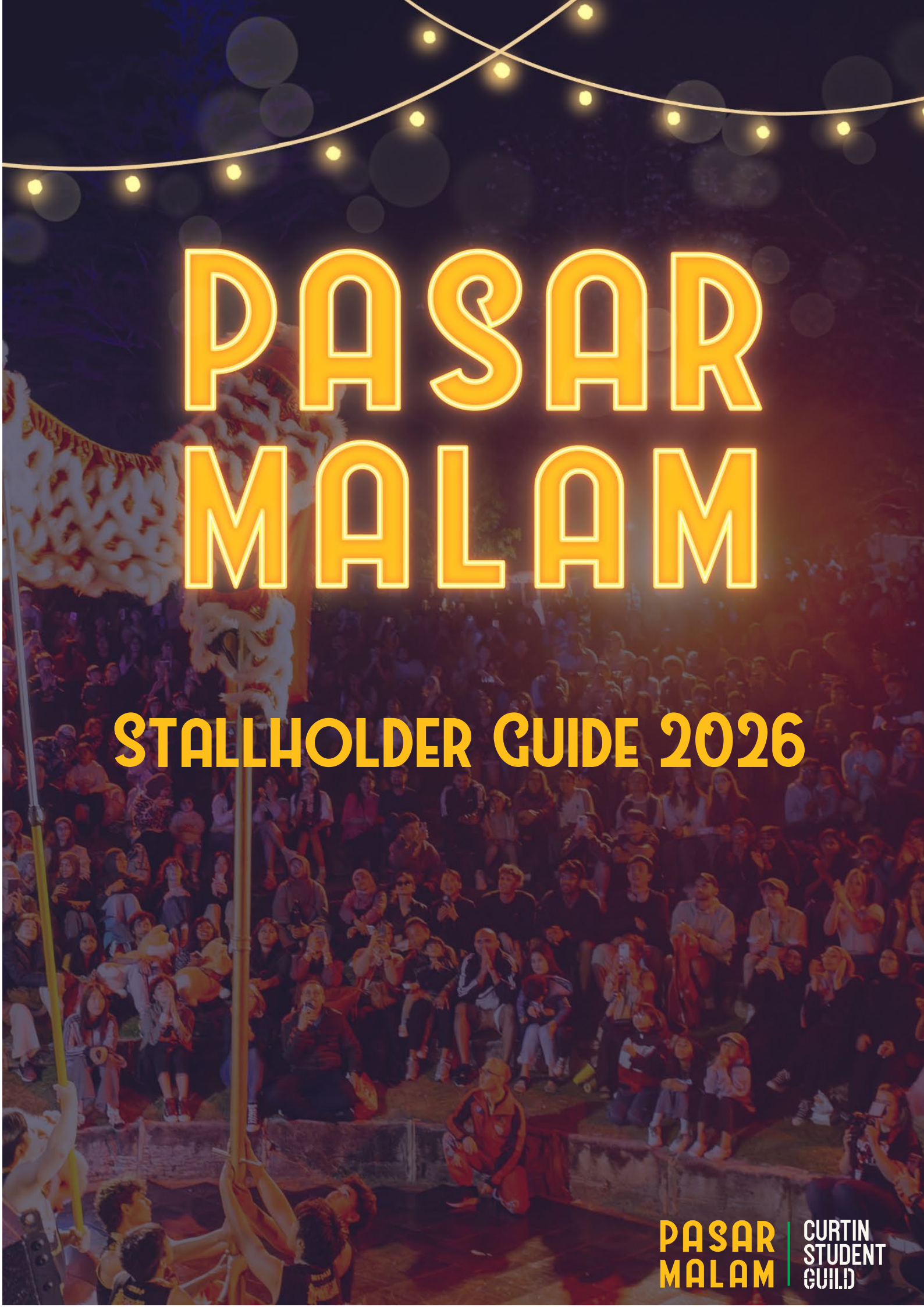


PASAR MALAM

STALLHOLDER GUIDE 2026

PASAR MALAM | CURTIN STUDENT GUILD

WELCOME TO PASAR MALAM 2026

Welcome to Pasar Malam 2026, Curtin Student Guild's annual night market celebrating food, culture and community. We are excited to have you join us.

Event	Pasar Malam 2026
Date	Friday 20 November
Trading Hours	5.00pm – 10.00pm
Expected Attendance	10,000 – 15,000
Location	Curtin University Bentley
Emergency	000
Security	9266 4444

Pasar Malam attracts Curtin University students, staff, alumni, local residents and family groups. Attendance peaks between 6:30pm and 8:30pm.

KEY CONTACTS

Yvonne Aboagye-Hobson	0405 952 369
Caitlin Chappell	0456 594 038
Guild Reception (9am-4pm)	08 9266 2900

EVENT LOCATION

Pasar Malam is held throughout Curtin University's Bentley Campus including:

- Sir Charles Court Promenade
- Henderson Court (The Pines)
- Lower Henderson
- Agora Courtyard
- The Tav

Your Stall Allocation and Bump-in Schedule is at the end of this Guide.

BEFORE THE EVENT

Please ensure you have:

- Appropriate signage displaying your business name
- Menus with clear pricing
- EFTPOS facilities
- Dietary information displayed where applicable (including Halal)
- Sufficient food, stock and consumables

- Tested and tagged electrical equipment
- Firefighting equipment (where required)
- Food safety and hygiene equipment
- Adequate lighting for evening trading
- Staff briefed on emergency procedures
- Read this guide in full
- Remind yourself of the 2026 Lease Agreement

Help Promote Pasar Malam

Before the event:

- Share your participation on social media
- Tag @curtinguild-pasarmalam
- Use event graphics supplied by the Guild
- Encourage your customers to attend

During the event:

- Tag the Guild in posts and stories
- Use event hashtag #CurtinPasarMalam
- Share photos of your stall

This can significantly extend event reach.

Sustainability

Please support our sustainability initiatives by:

- Disposing of waste correctly
- Using designated oil disposal stations
- Reducing single-use plastics where possible
- Keeping your stall area litter-free
- Using recycling and container collection facilities provided
- Asking customers if they require straws, lids or additional packaging

Together we can reduce event waste and improve recycling outcomes.

Accessibility

Please assist us in creating an inclusive event.

- Keep pathways clear
- Ensure queues do not obstruct pedestrian routes
- Accommodate patrons with accessibility requirements where possible
- Allow access for assistance animals
- Follow any accessibility directions provided by Guild staff

Important Information for Your Stall

Stall Presentation Standards

We want Pasar Malam to be visually vibrant and welcoming. All stallholders must:

- Display their business name prominently
- Clearly display pricing
- Display dietary information where relevant including Halal options
- Maintain a clean and professional presentation
- Keep products within their allocated footprint
- Ensure customers can easily identify your stall from a distance
- Keep service areas tidy throughout the event

Trading Expectations

To help create a great guest experience:

- Be welcoming and courteous
- Maintain food safety standards at all times
- Maintain adequate staffing during busy periods
- Keep queues organised within your allocated area
- Follow directions from Guild staff, security and emergency personnel

Power & Equipment

Power has been allocated based on the equipment listed in your application. Please note:

- Only approved appliances listed in your application may be used
- Additional power cannot be provided on event day
- Double adaptors are prohibited
- All electrical equipment must be tested and tagged
- Power boards must not be overloaded
- Any electrical fault must be reported immediately

Food trucks must operate from their own generator unless on-site power was specifically approved during the application process.

Prohibited Activities

The following are **not permitted:**

- Early pack down
- Selling unapproved products
- Trading outside your allocated area
- Unauthorised generators or electrical equipment
- Subletting your stall
- Excessive noise
- Open flames outside approved equipment
- Obstructing emergency access routes

Breaches may result in removal from the event and forfeiture of bond payments.

Vehicle Access and Campus Safety

To ensure the safety of all students, staff, visitors and stallholders, strict vehicle controls apply when operating on the Curtin University campus.

Campus Speed Limits

Location	Speed Limit
Roadways on University land	30 km/h
Shared zones	10 km/h
Pedestrian pathways	5 km/h

When driving on pedestrian pathways:

- Give way to pedestrians at all times
- Maintain a minimum clearance of 1 metre from pedestrians
- Drive at walking pace only
- Have your hazard lights on
- Stop immediately if directed by Guild staff, security or traffic management personnel

Driver Requirements

Drivers must:

- Hold a valid driver's licence appropriate for the vehicle being operated
- Remain alert and focused while driving
- Follow all directions from Guild staff and traffic management personnel
- Operate vehicles in a safe and courteous manner

Drivers must not:

- Wear headphones or earphones while driving
- Use a mobile phone while operating a vehicle
- Operate any device that may cause distraction while driving

Pedestrian Spotters

All vehicles entering the event site must be accompanied by a pedestrian spotter when travelling through campus. A spotter is responsible for:

- Walking ahead of the vehicle
- Identifying hazards and pedestrians
- Assisting the driver to navigate safely through pedestrian areas
- Communicating with the driver when manoeuvring in confined spaces

If you are familiar with the Curtin campus and have a second person available, you may provide your own spotter. Please check in with Guild staff at the designated meeting point before proceeding to your allocated stall location.

If you do not have a suitable spotter, or are unfamiliar with the campus, you must remain at the designated meeting point until a Guild staff member is available to escort you to your location.

Failure to comply with these requirements may result in delays to site access or removal of vehicle access privileges.

BUMP-IN

All stalls must be completely operational and ready to trade by 4:00pm. Please only arrive during your allocated bump-in time.

All stalls must have 4 weights – No stakes can be used

During bump-in and bump-out, pedestrian safety takes priority over vehicle movements. Please allow extra time and follow all instructions provided by Guild staff. Your cooperation helps ensure a safe experience for everyone on campus.

FRIDAY BUMP-IN PROCESS

After 9:00am there is no general vehicle access to the event site. Vendors please:

1. Proceed to PF2 Short Term Parking via the approved access route
2. Check in with Guild staff wearing high visibility clothing
3. Unload equipment as directed
4. Equipment will be transported to your stall location via Guild Staff in an electric buggy
5. Move your vehicle to general parking immediately after unloading

Please arrive on time. Delays affect all vendors and event operations.

BUMP-IN ACCESS INFORMATION

Different stall types have different access arrangements. Please review the information below carefully and only use the access method allocated to your stall type.

MAKERS MARKET STALLS

There is **no vehicle access to your stall location**. Please bring your own trolley, cart or other suitable equipment to transport stock and displays from the unloading area to your stall.

Unloading Location

Temporary parking is available for unloading only: Temporary Unloading Area

Once unloading is complete, vehicles must be moved immediately to the designated parking location: Vendor Parking

Please note that parking in the unloading area is not permitted after unloading has been completed.

Food Stallholders (Marquees and Market Stalls)

Food stallholders should arrive at the designated vendor meeting point: Food Stall Meeting Point.

Food Trucks & other vehicles

Pre-approved vehicles will access the site via their allocated entry point at their dedicate time.

Access Point 1: Food Truck Access Point 1

Access Point 2: Food Truck Access Point 2

A pedestrian spotter is required whenever a vehicle is travelling through campus pedestrian areas.

Food truck operators must:

- Attend during their allocated bump-in time
- Use the approved vehicle route provided by the Guild
- Follow directions from Guild staff at all times
- Comply with campus speed limits and vehicle safety requirements
- Ensure a spotter is guiding the vehicle while travelling through pedestrian areas
- Vehicles may only enter the site when authorised by Guild staff.

Important: Due to the high number of vehicles and pedestrians on campus during bump-in, delays may occur. Please allow additional time and follow all directions provided by Guild staff to ensure a safe and efficient bump-in process.

Parking

Visitor parking is available in Blue and Yellow parking zones. Parking charges apply until 4:30pm. We recommend registering for the CellOPark app prior to arriving on campus.

During the Event

Zone coordinator

Zone Coordinators will be present throughout the event. Your Zone Coordinator can assist with:

- Power issues
- Waste disposal
- Lost property
- Customer management

- Site questions
- Minor incidents
- Operational assistance

Please follow any instructions provided by your Zone Coordinator.

Zone	Coordinator	Contact
1: Promenade	Moira Aynsley	0433 567 224
2: Makers Market (Agora Courtyard)	Sara Vitelli	0416 780 734
3: Atkinson Forum & Hex	Caitlin Chappell	0456 594 038

Food Vouchers

Selected guests may redeem official Pasar Malam food vouchers. When accepting a voucher:

1. Keep the voucher
2. Attach a receipt if able – otherwise **write the exact amount spent** (do not round up or down) ie. $16.87 not $16.90 or $16.85
3. Ensure purchases **do not exceed** the voucher value
4. Return all vouchers to your Zone Coordinator at the end of the event
5. Reimbursement will be processed following the event.

Emergency Management

Incident Reporting

Immediately notify your Zone Coordinator or the Key Contacts if Zone Coordinator is unavailable if any of the following occur:

- Injury or illness
- Near miss incident
- Power outage
- Equipment failure
- Aggressive behaviour
- Lost child
- Property damage
- Food contamination concerns
- Suspicious behaviour

Weather

Pasar Malam operates rain or shine.In the event of severe weather, emergency conditions or a directive from Curtin University, emergency services or government authorities, the Guild may:

- Delay activities
- Modify operations
- Evacuate areas
- Cancel the event

Any directions issued by event management must be followed immediately.

Emergency Procedures

For life-threatening emergencies: **Phone 000**

For University Security: **08 9266 4444**

If instructed to evacuate:

- Stop trading immediately
- Switch off electrical equipment if safe
- Follow directions from staff and security
- Proceed to the designated assembly area
- Remain there until advised otherwise

First Aid services will be available throughout the event.

Bump-Out

Trading concludes at 10:00pm.

Pack down may commence from 10:15pm once authorised by event management via Zone Coordinators. Vehicle access will be permitted during bump-out, but only when it's safe to do so.

For safety reasons:

- Do not pack down before 10:00pm
- Wait for instructions regarding vehicle access
- Dispose of waste appropriately
- Leave your site clean and free of rubbish

To ensure a safe and efficient bump-out process, vehicle access will only be granted once pedestrian areas have been cleared.

As many vendors will be entering and exiting within a short timeframe, please queue at your designated entry point, be patient and follow the instructions of Guild staff.

These procedures are in place to protect the safety of all attendees, staff, volunteers and stallholders.

End of Event Checklist

Before leaving, please ensure:

- Trading ceased at 10:00pm
- Electrical equipment switched off
- Pack down all trestle tables and stack against the wall out of the way (if using hired trestles)
- Oil disposed of correctly
- Waste removed
- Site left clean

- Food vouchers returned
- No equipment left behind
- Checked out with Zone Coordinator

If you have any questions prior to the event, please contact events@guild.curtin.edu.au.

Thank you for being part of Pasar Malam 2026. We look forward to welcoming you to a fantastic celebration of food, culture and community.

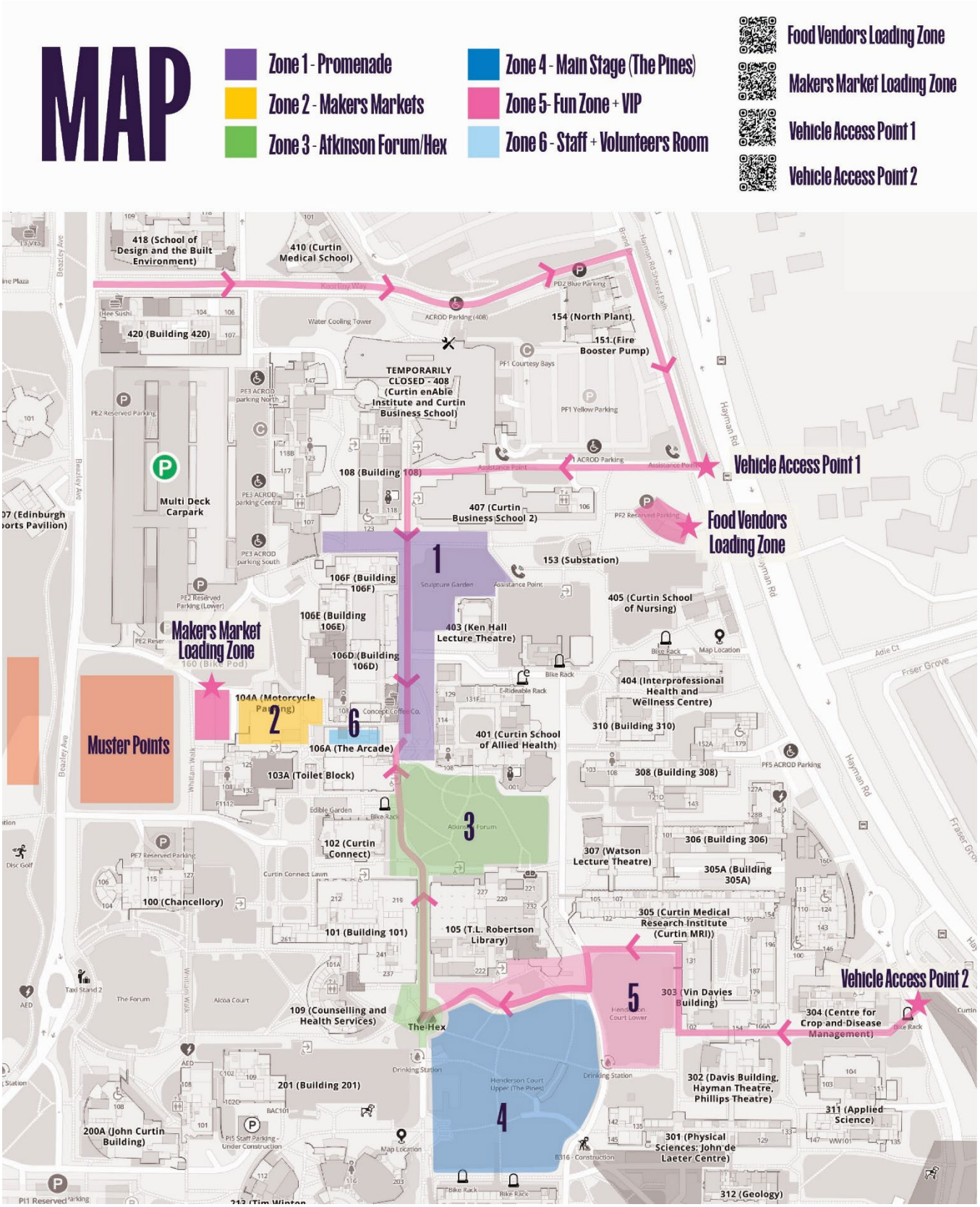
STALL ALLOCATIONS AND BUMP-IN SCHEDULE

Vendor	Zone	Area	Site	Vehicle Access Pre-Event Day Bump In	Friday Buggy Assistance Bump In	Access point
Bintang Cafe	1	**GM**	**A2**	Thursday 19th TBC	*N/A	1
Buddha's Light	1	**CC**	**A1**	Thursday 19th 4:30PM	Friday 20th 1:30PM	1
Bunga Raya Satay	1	**401**	**A4**	Thursday 19th 5:30PM	Friday 20th 1:30PM	1
Cili Padi Catering	3	**ATK**	**A8**	Thursday 19th 6:00PM	Friday 20th 1:30PM	1
Curry Wrap	3	**KP**	**A4**	Wednesday 18th 3:30PM	*N/A	2
Juice Station	3	**KP**	**A5**	Wednesday 18th 3:30PM	*N/A	2
Kunafa	1	**401**	**A5**	Thursday 19th 5:30PM	Friday 20th 1:30PM	1
La Crepe de Paris	3	**ATK**	**A5**	Thursday 19th 7:30AM	*N/A	2
MIMOCHI	1	**KH**	**UN-A**	Thursday 19th 4:30PM	*N/A	2
My Sataylicious	1	**GM**	**A1**	Thursday 19th 5:30PM	Friday 20th 12:00pm	1

Oni Oni	1	**CSG**	**A4**	Wednesday 18th 3:30PM	Friday 20th 12:30PM	1
Praw Thai Food	1	**401**	**UN-A**	Thursday 19th TBC	*N/A	1
Satay Syah Baba	1	**CSG**	**A2**	Thursday 19th 4:30PM	Friday 20th 1:30PM	1
Sesame Cuisine	1	**GM**	**A5**	Thursday 19th 5:00PM	Friday 20th 2:00PM	1
Stick House	1	**401**	**UN-A**	Thursday 19th 8:00AM	Friday 20th 12:00PM	2
Sugar Bee	1	**KH**	**UN-A**	Thursday 19th 5:00PM	*N/A	1
SUP MELETUP	3	**KP**	**A2**	Thursday 19th 3:30PM	Friday 20th 2:00PM	2
SWEET PURPOSE	1	**KH**	**UN-A**	Thursday 19th 4:30PM	*N/A	1
The Donut Bar	3	**HEX**	**A5**	Thursday 19th 4:30PM	Friday 20th 1:30PM	2
Vintage Kitchen	1	**GM**	**A4**	Thursday 19th 5:00PM	Friday 20th 2:00PM	1
WAFFLE CUP	3	**HEX**	**A4**	Thursday 19th 8:00AM	Friday 20th 2:00PM	2
Wuyi Tea Lab	1	**SG**	**A1**	Wednesday 18th 3:30PM	Friday 20th 12:30PM	1
yatai Kashiwa	3	ATK	A3	Thursday 19th TBC	Friday 20th 2:00PM	2
Zab Salad Indian Food	1	**CSG**	**A1**	Wednesday 18th 7:00AM	Friday 20th 2:00PM	1

*N/A You have not requested buggy assistance. You can trolley your equipment up from 7am to 4.00pm.

EVENT MAP


MAP
Zone 1 - Promenade
Zone 2 - Makers Markets
Zone 3 - Atkinson Forum/Hex
Zone 4 - Main Stage (The Pines)
Zone 5- Fun Zone + VIP
Zone 6 - Staff + Volunteers Room
Food Vendors Loading Zone
Makers Market Loading Zone
Vehicle Access Point 1
Vehicle Access Point 2
Vehicle Access Point 1
Food Vendors Loading Zone
Makers Market Loading Zone
Muster Points
Vehicle Access Point 2
418 (School of Design and the Built Environment)
410 (Curtin Medical School)
420 (Building 420)
154 (North Plant)
151 (Fire Booster Pump)
TEMPORARILY CLOSED - 408 (Curtin enAble Institute and Curtin Business School)
108 (Building 108)
407 (Curtin Business School 2)
153 (Substation)
405 (Curtin School of Nursing)
106F (Building 106F)
106E (Building 106E)
106D (Building 106D)
403 (Ken Hall Lecture Theatre)
404 (Interprofessional Health and Wellness Centre)
310 (Building 310)
104A (Motorcycle Parking)
106A (The Arcade)
401 (Curtin School of Allied Health)
103A (Toilet Block)
308 (Building 308)
102 (Curtin Connect)
306 (Building 306)
307 (Watson Lecture Theatre)
305A (Building 305A)
100 (Chancellory)
101 (Building 101)
105 (T.L. Robertson Library)
305 (Curtin Medical Research Institute (Curtin MRI))
303 (Vin Davies Building)
304 (Centre for Crop and Disease Management)
109 (Counselling and Health Services)
The Hex
201 (Building 201)
302 (Davis Building, Hayman Theatre, Phillips Theatre)
311 (Applied Science)
200A (John Curtin Building)
301 (Physical Sciences: John de Laeter Centre)
312 (Geology)
Multi Deck Carpark
1
2
3
4
5
6