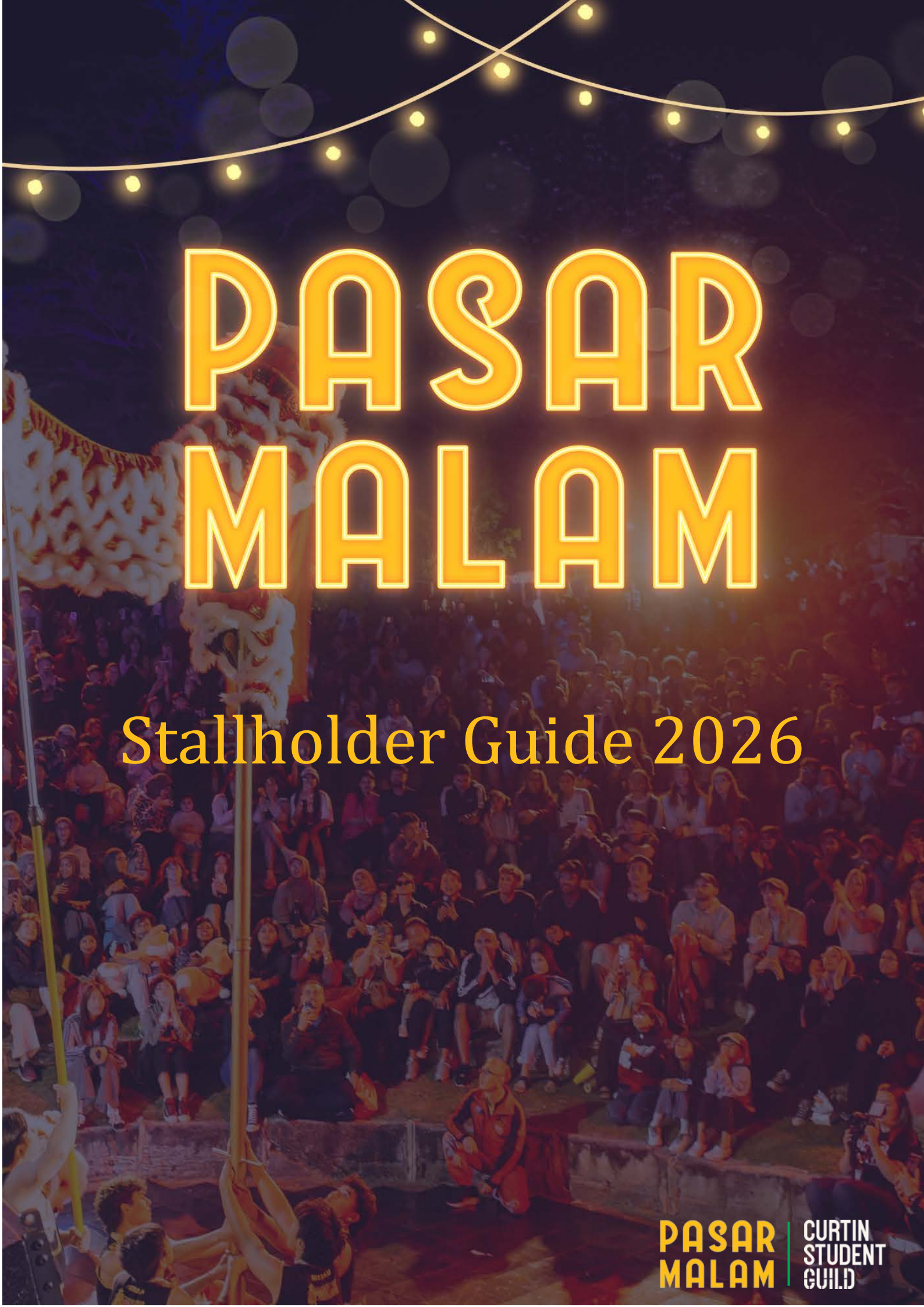


Stallholder Guide 2026

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.

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 **BYO Marquee** stalls must have 4 weights – No stakes can be used

Bump-In Access Information

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.

Parking

Visitor parking is available in Blue and Yellow parking zones. Parking charges apply until 4:30pm. We recommend registering forthe 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 Event Day Bump In	Access point
Flavors of Asia Jerky	2	**AGO**	**A11**	Friday 20th 2-4pm	See here
HY Products	2	**AGO**	**A14**	Friday 20th 2-4pm	See here
Melodie & May	2	**AGO**	**A13**	Friday 20th 2-4pm	See here
Unveiled Clothing	2	**AGO**	**A12**	Friday 20th 2-4pm	See here
Jess Gui	2	**AGO**	**A10**	Friday 20th 2-4pm	See here
Crocheted by The Gills	2	**AGO**	**A15**	Friday 20th 2-4pm	See here
Tiger Melon	2	**AGO**	**A16**	Friday 20th 2-4pm	See here
Curtin Esports	2	**AGO**	**A17**	Friday 20th 2-4pm	See here
Ever Gifts	2	**AGO**	**A9**	Friday 20th 2-4pm	See here
Pure Notes	2	**AGO**	**A8**	Friday 20th 2-4pm	See here
Crumb Get Stuffed	2	**AGO**	**A5**	Friday 20th	See here

				2-4pm	
Maria Crafts	2	**AGO**	**A4**	Friday 20th 2-4pm	See here
PIXI Collections	2	**AGO**	**A3**	Friday 20th 2-4pm	See here
Arabic Oudh Oils & Incense	2	**AGO**	**A2**	Friday 20th 2-4pm	See here
Rach & Bec	2	**AGO**	**A1**	Friday 20th 2-4pm	See here

Event map

Please use the map to navigate to the unloading zone for the Markets Market (Zone 2).