

# CHRISTMAS MARKETS GC

Stall holder and Food Vendor Guidelines

Broadwater Parklands, Southport

4pm – 10pm December 15-17



## ***BENEFITS TO STALL HOLDERS & FOOD VENDORS:***

- **Extensive marketing plan** including posters, radio advertising, social media, online event calendars, 8 large banners and much more.
- **Your business advertised** on CMGC website and Facebook page for free!
- Opportunity for paid “Featured Stallholder” on Home page of website.
- **Children’s rides and family entertainment** to attract families.
- Christmas decorations, lighting and large inflatables to attract visitors.
- **Limited stall holders and food vendors** selected for quality and variety.
- Unique special events each day for repeat attendance – program coming soon!
- **Overnight security** provided for stalls to remain set up overnight.
- More than **12,000 visitors** over three nights!

***Secure your site at the Gold Coast’s only dedicated Christmas Market  
Sites are limited ~ BOOK NOW!***

## **FOOD VENDOR INFORMATION:**

- Up to 6m x 4m food vendor site
  - Electricity available for \$25 per day (limited sites available)
  - Limit of 20 food vendors
  - Up to 5 meals provided for volunteers required
- \$450 Early reindeer price for 3 nights

## **STALLHOLDER INFORMATION:**

- 3m x 3m stall site
- Electricity available for \$15 per day (limited sites available)
- Powered sites available for 3 night stallholders only
- \$5 product donation per day of attendance required from all stallholders

***3-night Stallholder Price:***

- \$240 Early reindeer price for 3 nights (min. \$15 product donation required)

***Single night Stallholder Price:***

- \$90 Early reindeer price for Friday night
- \$100 Early reindeer price for Saturday night
- \$70 Early reindeer price for Sunday night

**Early Reindeer Prices end November 30th  
Don't Miss Out-Book Now!**

***All Stallholders are required to donate a product with a retail value of \$5 per day they attend for the Christmas Markets GC Giant Raffle raising funds for the local community organisation selected by our followers on Facebook.***

## **STALLHOLDER AND FOOD VENDOR - QUICK GUIDE:**

- Approved applicants will be notified via email.
- Add [christmasmarketsgc@gmail.com](mailto:christmasmarketsgc@gmail.com) to your contacts
- Approvals for stallholders in 2 weeks
- Approvals for food vendors up to 4 weeks
- Pay within 7 days to secure your site!
- Stallholders must donate a product to the Giant Raffle
- Food vendors must donate up to 9 volunteer meals
- Vendors may remain set up for all three nights.
- Overnight canine security is provided overnight
- No refunds once payment is made
- We trade rain or shine – be prepared!
- Best dressed stall WINS 50% refund
- Bring weights! – No pegs!
- All electrical leads MUST be tested and tagged
- All vendors need public liability insurance

**PLEASE READ THE FULL TERMS & CONDITIONS BELOW**

## **STALLHOLDER AND FOOD VENDOR - TERMS & CONDITIONS:**

## Applications

- Applications are made via the website and will be approved within 10 working days for stallholders and up to 4 weeks for food vendors. Approved applicants will be given access to the Stallholder Login page on the website where payment can be made.
- Payment **MUST** be made within 7 days of application approval. Failure to make payment within 7 days will void your approval and you will not be able to attend. No further applications will be considered if previous approval is void due to non-payment.
- It is a condition of attending the markets that all stallholders agree to donate a product (valued at \$5 per day of attendance) to the Christmas Markets GC Christmas hamper raffles. Failure to provide the product will lead to the stallholder's exclusion from the markets. Food vendors are required to provide a minimum of 3 meals to volunteers per day.

## Stall presentation

- Stallholders and food vendors are strongly encouraged to liven up their stalls with Christmas drapery, decorations, ornaments and solar charged lighting and figures.
- The **best dressed stall will win a 50% refund!**

## Stalls

- All stallholders are required to erect a pop-up marquee which is no larger than 3m x3m unless otherwise arranged with the event manager. All products must be contained within your 3m x 3m site. No stands or signs are to be in the pathways.
- All structures must be of sturdy construction and commercial quality.
- **No pegs or ropes** are allowed at the market site and all stalls must be properly weighted down.
- Stallholders and food vendors are required to bring all equipment including sandbags or weights, side walls if required, tables and chairs, table cloths that reach the floor and display equipment.
- Stalls may remain set up over the three days and security will be provided although no responsibility for loss or damage will be taken by the Christmas Spirit Group, the event organiser or the Broadwater Parklands Management.

## Trading

- Stallholders and food vendors will be given more detailed instructions regarding bump in and bump out procedures closer to the event.
- As the Christmas Markets GC is being held in a public park it is imperative that traders strictly adhere to these instructions. For the safety of the public and other traders, access to the markets may be refused in the case of non-compliance.
- In consideration of local residents, stallholders and food vendor are asked to minimise any noise during bump in and out.
- Spruiking is not allowed as it can disrupt the experience for your fellow stallholders.
- **Stalls must be set up and ready for inspection by 3pm** and must remain until closing time as no vehicles are allowed in the market area within trading hours.
- Trading times are from 4pm until 10pm. You may start packing up after 9:30pm.
- **No early departures will be allowed.** No exceptions!

## Electricity



- It is a requirement of the Electrical Safety Regulation 2002 Part 5 Division 5 that all electrical leads are **tested and tagged** by a competent person (an electrician) every year for double insulated electrical appliances and once every 6 months for appliances that are not double insulated.
- Severe penalties are imposed for non-compliance of the Act and any leads that do not comply will be confiscated and returned at the end of the night for safety purposes.
- **Leads will be inspected** throughout the event and it is recommended that stallholders check all electrical equipment and leads before arriving at the market area.
- The Act also stipulates that double adaptors or piggyback plugs are not to be used at any time. **Power boards are acceptable.**
- All food vendors and stall holders requiring electricity must bring a minimum of **30m length extension lead.**
- Only those stallholders and food vendors who have stated a need and paid for electricity will have access to power.
- A maximum of one power point will be available per site.
- Stallholders with high power needs (e.g. Cooking or refrigeration) should use an 'earth leakage protection device'.

- It is essential that **extension leads do not cause a trip hazard** to the public. Excess cords must be coiled safely within the stall and not accessible to the public.
- Exposed cords running between stalls must be either covered with mats or taped with waterproof tape. Stallholders/food vendors **MUST** come prepared with this equipment. No leads are to be strung between the trees. All leads must follow the electricity map provided prior to the event.
- Stallholders/food vendors who do not comply with the conditions above will have power withdrawn immediately without notice to maintain public safety.

## Products

- The Christmas Markets GC encourages all stall holders and food vendors to provide **Christmas themed products** at the markets.
- Products that are not Christmas items should have Christmas price tag, ribbons, stickers or decorations.
- If you have any concerns about your products please contact the event organiser via email. Christmas gifts, gourmet foods and seasonal treats are all welcome.
- Products must not be offensive, inappropriate for a family event or illegal.

- Organisers reserve the right to withdraw approval for products that contravene the above directive or reject applications if products are unsuitable.
- All products for sale at the Christmas Markets GC must be of high quality and safe for use. All food items must be labelled according to the Queensland Health Department standards.

## Traffic

- All stall holders and food vendors must comply with any and all instructions provided to them by the event manager, event staff and/or volunteers.
- The maximum **driving speed is 5km/hr** and must not be exceeded at any time.
- All vendors **must be walked in and out** by event staff/volunteers.
- **Hazard lights** must be used at all times whilst moving through the markets.
- Stallholders and food vendors are expected to drive responsibly when leaving the markets. Further information about parking will be provided closer to the event.

## Waste

- Stallholders must dispose of all rubbish away from the markets. **Park rubbish bins are for the use of visitors only** and may not be used by stallholders.
- Stallholders are responsible for leaving their site clean, tidy and free from rubbish. A **cleaning fee of \$100 WILL APPLY** for each day the site is not left clean.

## Weather

- The Christmas Market will **run rain or shine**. Please do not apply if you are not prepared to trade in all weather conditions.
- Stallholders should ensure they bring the relevant protective cover/measures in case of bad weather.
- The event manager nor the Christmas Spirit Group nor the Gold Coast City Council will be held responsible for any loss or damage due to bad weather.

## Promotion

- The Christmas Markets GC reserves the right to advertise or promote the stallholder for promotional purposes. The stall holder consents to the CMGC taking and using photos that may contain the stallholder's image or that of their products.
- Stallholders and Food Vendors are expected to promote the Christmas Markets GC at least three (3) times in the two months before the market using the provided materials.

## Insurance

- The Christmas Markets GC has public liability of \$20 million for the event. It is a condition of participating at the markets that all stall holders and food vendors provide a copy of their public liability insurance for at least \$10 million to the event manager prior to trading.
- Product insurance is also required if the Stallholder offers for sale any of the following products or services:
  - Second hand electrical goods and toys
  - Cosmetics and beauty products
  - Medicines, Potions, Oils, Fragrances and Soaps
  - Massage, manipulation of muscle, chiropractic or similar
  - Hot Food
- All food vendors must supply a copy of their licence to the event organisers and display the licence whilst trading. If a licence is not required, stall holders and food vendors still have a responsibility to comply with the [Food Standards Code](#). Failure to provide the required documents will result in exclusion from the markets.

## General

- Inappropriate or aggressive behaviour will not be tolerated from stallholders, food vendors or the general public. The Christmas Spirit Group would appreciate the assistance of stall holders and food vendors with this matter by reporting any incidents to the event manager immediately.
- Any threatening or aggressive behaviour toward volunteers will not be tolerated and the stallholder or food vendor will be asked to leave.
- All payments are full and final. **No refunds** will be given under any circumstances except where directed by the Qld Government to shutdown due to Covid 19. In case of cancellation due to Covid 19 a minimum of 80% refund will be issued to vendors.
- **By clicking the “PAY NOW” button when paying for the site, traders agree to abide by these guidelines.**
- Failure to abide by these guidelines may lead to exclusion from the event.
- The event organiser reserves the right to make amendments to these guidelines as necessary. Stall holders and food vendors will be notified of any changes via email.

## **Covid 19 Cancellation Policy**

- CMGC will only be cancelled due to Covid 19 if directed to by Government authorities.
- Please note that the CMGC is a not-for-profit fundraising event that does not make profits and all monies acquired are used to pay for services for the event. Therefore, we rely on refunds from services to refund our vendors.
- We have put in place provisions to assist our ability to provide 90% refunds in case of cancellation due to Covid 19. Payments to services will be left as late as possible and refund policies negotiated to enable us to provide as much refund to our vendors as possible.
- 100% refund will be provided for event cancellations before December 1<sup>st</sup>