



*"Thank you for organising such a great event, it is our favourite market throughout the year. The organisers and volunteers are so friendly and helpful. We are sure that you are all proud of putting on such a great event."*

*"An extremely well run event with a great community atmosphere."*

*"Markets wise, this has been by far the best, not only from an attendance point of view but the professionalism and willingness to go the extra mile to ensure logistics were on the mark."*

*"The work that went into the set-up was all worthwhile, when the sun went down and those lights came on, it just looked so beautiful. Everyone who came through the gate were mesmerised."*

*"We enjoyed one of the most well organised and fluently run market we have ever done."*

*- Past Christkindlmarkt Stallholders*

## **Information, Terms and Conditions 2016**

Hahndorf Christkindlmarkt is a European-style Christmas market based in the German town of Hahndorf, that captures the essence of community, celebration, fun, laughter & family enjoying time together, such as is found in many cities in Europe over the Christmas period, but in a warm Aussie setting. The first event, held in 2013, was a huge success and the event has since grown, with over 25,000 attending in 2015.

There are lots of variety of stalls, produce, gifts, food, drinks ...all set up in their own 'huts' and decorated with Christmas lights & decorations. The stalls we include are locally made or grown items or local businesses.

There will be fun interactive entertainment with a Jumping Castle, face-painting, live music and entertainment, children's activities, carols and a children's nativity.

Also plenty of food to buy to eat at the time & places to sit and enjoy the festive atmosphere.

It is organised & run by C3 Church Adelaide Hills, on their property, for the benefit of the Adelaide Hills community and beyond.

### **WHEN**

Friday 16 December 2016	5pm – 10pm
Saturday 17 December 2016	4pm – 10pm
Sunday 18 December 2016	4pm – 10pm

All sites must remain 'set up' for the duration of the weekend and the fee covers all 3 days.

## STALL FEES & INCLUSIONS (more detail in OTHER INFORMATION)

### STALL

3m x 3m OWN gazebo site (supply own) (conditions apply)	\$250
3m x 3m HIRE gazebo site (limited number available)	\$300
Food vendor (truck, trailer, van, gazebo)	
3x3m site	\$300
3x6m (or in any size between)	\$450
Electricity (limit: 1 outlet supplied if requested, except designated Food vendors)	Included
Site security	Included

### EXTRAS

Trestle Table 1.8mx.75m (limited number available)	\$10 each
EFTPOS Facilities	Not provided
You will need to have your own mobile device (and request power as above)	
Insurance	Not provided

Once application is accepted, an invoice will be provided and payment will be required within 14 days.

Payment can be made by Credit Card over the phone or Direct deposit (please email [christmas@c3ah.org.au](mailto:christmas@c3ah.org.au) for details).

## SELECTION PROCESS & CRITERIA

We are looking for a variety of stalls, with very little duplication. Items that will be great for gifts/Christmas presents (eg homewares, jewellery, clothing, children's items, candles, ornaments, edible/preserved items, toys, gardening/plants, novelty items, 'fellas-gifts') or food/drinks to be consumed on the night in the 'party' atmosphere. We will endeavour to include a range of stalls that would interest both or either gender and a variety of ages (children through to adult). Sale of pre-loved or second-hand items will not be allowed. Items must be presented in a professional manner. Photos of your product and previous market experiences will help us with our decision making.

To ensure the market experience is unique to 2016, we will be limiting repeat stallholders from previous years to 50%, based on best-fit with the European market style we are trying to create.

If you are unsure of whether your items meet our criteria, please email us at [christmas@c3ah.org.au](mailto:christmas@c3ah.org.au)



Hahndorf Christkindlmarkt reserves the right to not accept retailers who do not meet our criteria or who we feel are not suitable for the European-style of market. If your application is not successful, please do not take it personally, as we may already have one or two stalls similar or it may not really fit with the style we are wanting to create.

Applications will be accepted until the June 30<sup>th</sup> 2016. All applicants will be notified of the outcome of their application by mid-July. If there are still stall sites available, a second round of applications may be accepted.

## OTHER INFORMATION

### STALL SPACE

All stalls are to be a 3m x 3m gazebo with roof & 3 sides. There are a few different stall entry/layout options, please indicate preference on application. All stalls will be decorated by the Christkindmarkt team prior to commencement of markets. Facades emulating European market huts will be attached to the front of all gazebos –personalised marquees with business signage will still be fronted with a façade, so as to continue the European market feel (and this keeps signage fair between stallholders).

<p><b>Façade with Window:</b></p>		<p>Table fronted stall space with a window front only. No customer access into stall. Stallholder entry &amp; exit from the rear.</p>
<p><b>Façade with Walk-in:</b></p>		<p>Entry to stall through open space in centre of facade. Layout of tables limited to either sides or back. Entry and exit through the front centre only.</p>
<p><b>Façade with Walk-thru access:</b></p>	<p>Façade as per Walk-in, however, backs onto another walkway so patrons can enter either side and walk through the site.</p>	<p>Enter via centre of facade, with trestle either side and customers can exit on other side.</p>

External signage must be kept to a minimum, so as not to detract from the overall look of the facades. Decorations are not be moved or re-moved from facades. A-frames, free standing signs or bollards are not to be placed outside of your stall.

### FOOD VENDORS

All sites are 3x3m (anything larger than this must request the large site). Please specify on your application your exact 'in-service' dimensions (including towbar, awnings etc). Obviously a façade is not applicable to your stall, however your own Christmas decorations could be added.

Due to the site layout, trailers/vans may need to be onsite by Thursday Dec 15<sup>th</sup> (earlier in week is fine if secure) and left on-site for the duration of the weekend. Most food vendors, however, will be on the street, so you will be advised as to arrival time on Friday 16<sup>th</sup> and must remain for the duration of the weekend.

## HALF/SHARED STALLS

There are a few sites that would be suited to have 2 businesses share the space, ie corner sites and sites between each walkway where a display could be set up on either side. You can arrange this privately and apply on behalf of both businesses, outlining the details for both businesses. Please indicate this on your application.

## GAZEBO GUIDELINES

### Hire gazebos:

- Will be set up for you with 1 wall.
- Stall holder must provide at least 2 walls (or tarp) for back and front (to protect goods when closed overnight).
- Hire gazebos are limited in number

### Own gazebos:

- Must be dropped off to the premises no later than Tuesday 13<sup>th</sup> Dec.
- Gazebo must have a collapsible frame (not disassemble into pieces/poles) with vertical posts (not angled). Gazebos not deemed suitable by organisers, will be replaced with a hire gazebo at stallholders expense.
- Must provide at least 3 walls for sides and back and will need 4<sup>th</sup> wall (or tarp) for front (to protect goods when closed overnight).
- Must provide 4 sandbags to anchor your marquee (plastic containers that wrap around the post are not suitable for use with facades attached to front and gazebos lined up next to each other).
- Stallholders are responsible for erecting walls between sites and must ensure this is done prior to opening.

## INFRASTRUCTURE

Each stall has capacity for 1 power outlet, if requested upon application.

Food vendors are excepted – but must outline exact power requirements on application.

Each gazebo will be provided with 1 fluoro light, fitted within stall.

All electrical equipment to be used, must be 'tagged and tested' by an authorised technician. All cords and extension cords must be tested and tagged to meet legal requirements. Your local Electrician or Testco Australia (Phone 8522 3306) can carry out the testing and tagging of all your electrical appliances. Accepted stallholders will be required to provide further details on electrical items closer to the event.

Chairs cannot be provided, stallholders must supply own seating if desired.

## INSURANCE

Food vendors (any one selling consumables) are required to have their own insurance, a copy of your policy will need to be provided upon acceptance.

For other stall holders, it is recommended you have your own insurance (and a copy of your policy provided upon acceptance). For individuals who don't have insurance, the Indemnity within the application form will be completed as a waiver. The waiver confirms your understanding that you are operating your stall at your own risk. Hahndorf Christkindlmarkt will take all reasonable steps to ensure you have a safe environment to setup and pack down and this activity is covered by our insurance.

## CANCELLATION OF APPLICATION

Once payment has been received there will be no refunds, however in extenuating circumstances we may allow you to transfer your payment to the following year.

## SALE OF SECOND-HAND & PRE-LOVED ITEMS

Sale of these items will not be allowed

## STALL REQUIREMENTS

All table, power & set up requirements must be confirmed with us on application. No additional resources will be available over the market time.

## SECURITY

The site will be manned with 24hr security over the weekend. We suggest no cash or valuables are left on site overnight. It is up to stallholders if they want to take goods off site at the end of each day or cover them where they are or pack into own boxes/crates.

## CANCELLATION OF THE EVENT

In the event that it should be found necessary or expedient to cancel the markets you will be notified by email. C3 Church Adelaide Hills will not be held liable to any stall holder for any compensation whether on the grounds of loss of profits or otherwise and the stall holder will not be entitled to any refund of money paid.

## MARKETING AND ADVERTISING

Hahndorf Christkindlmarkt website : [www.christkindlmarkt.com.au](http://www.christkindlmarkt.com.au)

For successful applications, a link to your Website or Social Media Page (as indicated on your application form) will be featured on the website. We encourage you to have a link to our Website on you Website or Facebook page to increase customer traffic. We also have a dedicated Facebook Page, [www.facebook.com/hahndorfchristkindlmarkt](http://www.facebook.com/hahndorfchristkindlmarkt) and we encourage stallholders to appropriately use this at any time in the lead up to the market to advertise their own stalls as well as the Market weekend.

Our team will take care of Advertising in the local community and beyond, prior to the event. This will include, but is not limited to, signage around the local community, flyer distribution & drops to local businesses, schools & community centres, local radio stations, newspapers & community social media pages & websites.

Prior to the event we will be distributing Advertising packs to the successful Stallholders, to assist with promoting the market to your existing networks. We encourage you to make the most of these resources.

## MARKET WEEKEND

### SET UP

Own gazebos will have been dropped off in named cases by Tuesday 13<sup>th</sup> Dec. These will be set up for you by Friday morning. Hire gazebos will also be set up for you.

**BUMP IN:** Arrival for stall/product setup is from 8am on Friday 16<sup>th</sup> December & needs to be ready by 4.45pm. We plan to have staggered arrival times (to limit driveway/roadside chaos), which will need to be advised upon acceptance.

\* 8-10am    10am-12pm    12pm-2pm    2pm-3pm    3pm-4pm

### PACK UP

Is from 10pm on Sunday 18<sup>th</sup> December & needs to be finished by 11pm. Please make sure you clean away everything. You must take away your own rubbish and packaging boxes etc.



## PARKING

Parking is public domain only. Park as close as you can to the venue during set up and pack down, however please note the yellow lines mean you are doing so at your own risk and must not leave your car there unattended. Cars will not be allowed access into driveway area or up to stall site, please consider this for transferring goods to stall area.

## STALLS

Need to be presented in a professional manner. For OH&S reasons, please do not let your stall encroach on walkways & thoroughfares.

## IDENTIFICATION

Stallholders will be given identification badges and must wear this at all times, to enter site during closed hours. Maximum 2 per stall, unless otherwise requested.

## SECURITY

Product and stall security is the responsibility of the stall holder. Outside of market times, there will be Security Officers patrolling the venue.

## DAMAGE

Any damage caused to the premises or provided tables/gazebos will be the responsibility of the stall holder to suitably rectify.

## VENUE INFORMATION

Hahndorf Christkindlmarkt is held on the property of C3 Church Adelaide Hills – situated on the corner of Auricht Road and Main Street of Hahndorf, down the Mt Barker end of Hahndorf Main Street. Driveway entrance is from Auricht Road, however closed during market operation. The entrance is at the Main Street corner. The road will be closed to traffic between 8am Friday and 10pm Sunday. *Site Map – Stall positions & Market layout subject to change.*



We would like to take this opportunity to thank you for taking time to read the Terms & Conditions of Hahndorf Christkindlmarkt and hope you choose to apply. We are looking forward to a fun, exciting Christmas time together & would love to have you join us.

Please direct all enquiries to: [christmas@c3ah.org.au](mailto:christmas@c3ah.org.au)

Other information is available on our website [www.christkindlmarkt.com.au](http://www.christkindlmarkt.com.au)