



# Queensland Country Credit Union Riverway Night Markets

2008

## MARKET STALL PARTICIPATION

### Market Stall Holders: General Information

The Riverway Night Markets aim is to attract innovative and interesting market stalls to enhance the Riverway atmosphere and experience. To achieve this, the markets favour Australian made handcrafts and specialised goods rather than commercially made merchandise type stalls.

**There are limited market stall sites available, sites will be allocated to those stall holders who:**

1. Meet the guidelines and objectives of the markets
2. First in basis

Please post your market stall application to The Community Events Officer, Townsville City Council, PO Box 1268, Townsville QLD 4810.

Or alternatively email to [kate.hutton@townsville.qld.gov.au](mailto:kate.hutton@townsville.qld.gov.au) or Fax to 4727 9057.

On occasions, market stall applications are rejected, this is usually due to duplication of product, lack of places available. The festival aims for diversity above quantity.

Selection decisions are final and no correspondence will be entered into.

The Riverway Night Markets strive to produce a profitable and professionally run market for all participants and we wish you every success in your application.

All successful applicants will receive a written confirmation outlining their right to have a market stall at the Riverway Night Markets.

Information regarding set up and pull down information, site maps and general information will be made available upon successful application notification.

### Market Stall Guidelines

Selection Criteria:

- Quality of Stock
- Level of experience and professionalism
- Innovative and artistic arts and crafts

### Market Stall Operator Conditions

Please read the following information thoroughly

#### 1. Payment

Site fees per market site must be paid prior to operation at the Riverway Arts Centre Box Office on the day of the market. Box Office hours are 11 am til 5pm. Payment may also be made prior to the market by credit card over the phone. Please contact the Box Office on 4773 8889.

## 2. Setup Times

The Riverway Night Markets commencement time is 5:30pm and closes at 9:30pm. All stalls must be set up by 4:30pm and all vehicles removed from the festival site by no later than 4:30pm. You may begin to set up your stall from 2pm. Before doing so, please see a Council staff member.

No vehicles will be allowed on site until after 9:30pm. It is asked that all stalls remain onsite until this time, or alternatively seek permission by the Night Markets Coordinator for alternative arrangements. Vehicle access will be via the Village Spine staying on the paths provided.

## 3. Stall Presentation

It is expected that stalls will be kept clean and tidy at all times.

The organisers aspire to improve the overall quality of the Markets every month. Visual appearance is important. It is not permitted to display "Trade logos" (eg Ford, Holden, Coca Cola, etc), without prior approval by The Market Coordinator. You are encouraged to be extra imaginative and colourful in your stall presentation.

## 4. Cancellation

Please advise Council at least **14 days prior** to the next market if you cannot attend. Stallholders will incur a late fee (50% of the site fee) if a cancellation is made within 7 days of the next market.

In some cases this can be waived in negotiation with the Events Coordinator.

## 5. Insurance

It is preferable that stall holders have their own Public Liability insurance. Copies of insurance cover notes are to be forwarded along with Application. If a stall holder does not have public liability insurance it is requested that the Risk Assessment Form is completed and sent to council along with your Application.

## 6. Offensive Goods

The organisers of the Markets retain the right to enter upon the site of any exhibitor at any time and remove any article, sign, picture or printed matter which in our opinion is either not eligible for display or considered offensive.

## 7. Use of amplifiers or loud speakers, including CD players by stallholders

is prohibited except with prior written consent from the Market Coordinator. Stallholders are not permitted to employ, contract or programme any performer or performance without prior permission from the Market Coordinator.

## 8. Subletting

Stallholders are not entitled to sublet to any other identity what so ever. Sharing of a site is also not allowed unless permission is given by the Market Coordinator.

## 9. Equipment

All electrical equipment brought on site, must be "Tagged and Tested" by a licensed electrician prior to the Market date. The tagging must be current.

## 10. Site Fees

Powered Site - \$90

Unpowered Site - \$60 (includes power for fluorescent light supplied by Council)

Double site - \$90 (2 x 3m x 3m marquees)

All sites are supplied with

- One x three metre x three metre marquee (with one back wall) installed
- One x 1.8m table
- Two x plastic chairs
- One x installed fluorescent light

## Applicant Check List

1. Riverway Night Markets application form
2. Risk Assessment Form (if you do not have public liability insurance.)
3. Copy of Public Liability Cover Note. (if you have public liability insurance)