



Information, Terms and Conditions 2019

Hahndorf Christkindlmarkt is a European-inspired 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 30,000 attending in subsequent years and the whole town of Hahndorf embracing the weekend with the 'Hahndorf Christmas Village'.

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, ideal for gifts at Christmas time. There will be fun interactive entertainment with a activities for children, live music and entertainment, dance, 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 a not-for-profit event, organised & run by C3 Church Adelaide Hills, on their property, as a gift to the Adelaide Hills community and beyond, with the purpose of creating a space where the joy of Christmas can be shared with family and friends. It is always such a pleasure seeing people take time from their busy lives, to stop and enjoy each others company and focus on what is most important in their lives, people.

WHEN

Friday 13 December 2019	4pm – 10pm
Saturday 14 December 2019	4pm – 10pm
Sunday 15 December 2019	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)

****Please note**, this years market we will be outsourcing ALL gazebos. You will not be able to provide your own as previous. This enables us to streamline the setup process our end, and also means you won't have to coordinate dropping off your gear earlier in the week, or be responsible for packing down gazebos and taking home at the end of the weekend.

STALL

3m x 3m gazebo site (includes hire gazebo & setup, four walls, façade, power)	\$500
Food vendor (truck, trailer, van)	
3x3m site	\$500
3x6m (or in any size between)	\$750

Electricity (limit: 1 outlet supplied if requested, except designated Food vendors)	Included
Site security	Included

EXTRAS

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 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, stall setup and previous market experiences will help us with our decision making.

To create a unique market experience in 2019, we try to limit 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

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 just may not really fit with the style we are wanting to create. Please also be aware that our market attracts *hundreds* of applications and we only have a maximum capacity of 50 stalls, there are many lovely businesses out there but we simply don't have enough space for everyone!




Applications for the first round of offers will be accepted until the July 1st 2019, after this, all applications will be put on the waiting list. All first round applicants will be notified of the outcome of their application by mid-July. Due to the timing of council confirming the road closure, a portion of stallholders will be accepted provisional to the road closure being confirmed.

OTHER INFORMATION

STALL SPACE

All gazebo sites are a hired 3m x 3m gazebo with roof & 4 sides. Facades emulating European market huts will be attached to the front of all gazebos. There are a few different stall entry/layout options, please indicate preference on application, though this is not

guaranteed, we will do our best to allocate as preferred. All stalls will be decorated by the Christkindlmarkt team prior to commencement of markets.

<p><i>Façade with Window:</i></p>		<p>Table fronted stall space with a window front only. No customer access into stall. Stallholder entry & exit from the rear.</p>
<p><i>Façade with Walk-in:</i></p>		<p>Entry to stall through open space in centre of facade. Layout of tables limited to U-shape, sides or back. Entry and exit through the front centre only.</p>
<p><i>Façade with Walk-thru access:</i></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>
<p><i>Façade on end of a row – 2 windows and a walk in facade</i></p>		<p>There are 4 sites at the end of the rows that allow service on 3 sides. These are popular for businesses that have LOTS of stock to display. (Tip: Manning these sites is best with 2 staff)</p>

External signage must be kept to a single Business name sign only, 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 12th (earlier in week is fine if secure) and left on-site for the duration of the weekend (if within the carpark). Most food vendors, however, will be on the street, so you will be advised as to exact arrival time on Friday 13th (8-10am) and must remain for the duration of the weekend.

COOL ROOMS: due to limited space we don't allow coolrooms. If it is absolutely necessary, please advise on application and also include dimensions. Space is not guaranteed and an additional fee is applicable.

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.

INFRASTRUCTURE

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

Food vendors are excepted – must outline exact power requirements on application and must provide own 15m leads.

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, and due to high traffic numbers, are not recommended within your stall.

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. Most stallholders cover their stock and ensure 4 walls are closed overnight. It is up to stallholders if they want to take goods off site at the end of each day.

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

For successful applicants, 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 your Website or Facebook page to increase customer traffic. We also have a dedicated Facebook Page, 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.

MARKET WEEKEND

SET UP

All gazebos will be set up prior to bumpin. Arrival for stall/product setup is from 8am on Friday 13th December & you must be onsite by 3.15pm at the latest. Arrival times will be staggered to limit driveway/roadside chaos, which will need to be advised upon acceptance.

* 8-9am 10-11am 11am-12pm 12-1pm 1-2pm 2pm-3pm

PACK UP

Is from 10pm on Sunday 15th 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 means you 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.

WET WEATHER

The market will still go ahead in wet weather. Please prepare yourselves accordingly. Stallholders have found using thick clear plastic (tablecloth style), over the window as pictured, to create a 'window' while providing some protection from rain, to be helpful.



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 and access outside of open hours will be limited.

DAMAGE

Any damage caused to the premises or hire 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

Other information is available on our website www.christkindlmarkt.com.au

Past stallholder feedback

"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."

"Your event is so well organised and every volunteer is so helpful, nothing is a bother."

The atmosphere is fantastic, the Christmas music is great, the carols are something special and the lighting makes the event magical, but above all of that we appreciate how welcome we are made to feel. The marketing of the event is fantastic, huge crowds across the 3 days."