



10th November | 17th November | 24th November | 1st December | 8th December | 15th December
1.00pm – 4.00pm

events@rigonis.com.au | 08 8231 5160

Your Invitation to Participate

Commencing on Pageant day – 10th November – and for every Saturday afternoon until Christmas, the Leigh Street Christmas Market is designed to be a gift shopping experience enabling crafts men and women to sell their goods in a friendly pop-up format. The Leigh Street Christmas Market plans to be a feature community event in the Adelaide CBD calendar for years to come.

Marketing has already commenced with a potential social network reach of 200,000 people plus other marketing. Together with support from the Adelaide City Council and Renew Adelaide, we look forward to seeing the Leigh Street Christmas Market become a staple in the Christmas shopping schedule.

ABOUT THE LEIGH STREET CHRISTMAS MARKET

- Market times - 1.00pm – 4.00pm
- Live music from 3.00pm
- Kids activities.
- Family and community focused event.
- Focus on handmade and locally crafted/sourced Christmas gifts.
- Set right outside your door, this is a perfect opportunity to promote your local brand.
- Established social media reach and increasing reach with each new connection and network.
- All stalls, goods for sale and general information must be locally sourced, crafted or handmade.
- Free entry.

We invite you to benefit from this great day as a stallholder, a performer, or as a sponsor. We expect a large amount of interest, so to secure your participation; we encourage you to register ASAP.

STALL SITES

All stall sides include stall space and 1 trestle, with stallholders to bring their own shade, additional trestle tables, chairs, and display stands as desired. Please talk to us regarding extra space by arrangement for bulky items (machinery, furniture), special displays or demonstrations.

Please note – in line with our philosophy of supporting local business, we will be sourcing all our food vendors from the existing businesses in Leigh street. We will however consider applications from single item food gifts i.e. chocolate gift box, edible blooms, jams/nuts gift basket etc.

OTHER OPPORTUNITIES

There are many other ways for you or your brand to be involved. Do you have a demonstration or workshop in mind? Perhaps you would like to do a performance or busk? Would you like to be a Market sponsor?

Ask us about the variety of opportunities to showcase your brand.



The Leigh Street Christmas Markets is brought to you by Rigoni's Bistro and supported by the Adelaide City Council, Splash Adelaide and the Adelaide West End Association



10th November | 17th November | 24th November | 1st December | 8th December | 15th December
1.00pm – 4.00pm

events@rigonis.com.au | 08 8231 5160

Stallholder registration form

YOUR DETAILS

First Name and Surname: _____

Name of Company / Business: _____

Telephone # 1. _____ 2. _____

Email: _____

For marketing purposes please send 2 – 4 pictures of your work so we can promote you/your business.

Link to website or facebook page _____

Please provide a short description either of the artist or the business. _____

INDICATE THE SITE REQUIRED

All stall sites include 1 trestle, with stallholders to bring their own shade, additional trestle tables, chairs, and display stands as desired. Please advise the organizers of what equipment you will be bringing with you

Sites are priced as follows.

2m x 2m \$50 per Saturday including GST

3m x 3m \$80 per Saturday including GST

Please indicate below which Saturday's you would like and your preferred site size.

- | | | |
|--|----------------------------------|----------------------------------|
| <input type="checkbox"/> All 6 Saturdays | <input type="checkbox"/> 2m x 2m | <input type="checkbox"/> 3m x 3m |
| <input type="checkbox"/> 10 th November (Pageant Day) | <input type="checkbox"/> 2m x 2m | <input type="checkbox"/> 3m x 3m |
| <input type="checkbox"/> 17 th November | <input type="checkbox"/> 2m x 2m | <input type="checkbox"/> 3m x 3m |
| <input type="checkbox"/> 24 th November | <input type="checkbox"/> 2m x 2m | <input type="checkbox"/> 3m x 3m |
| <input type="checkbox"/> 1 st December | <input type="checkbox"/> 2m x 2m | <input type="checkbox"/> 3m x 3m |
| <input type="checkbox"/> 8 th December | <input type="checkbox"/> 2m x 2m | <input type="checkbox"/> 3m x 3m |
| <input type="checkbox"/> 15 th December | <input type="checkbox"/> 2m x 2m | <input type="checkbox"/> 3m x 3m |

TOTAL COST FOR THE SITE: _____

ABOUT YOUR STALL

Please advise what trestles, shade, large objects etc you will be bringing: _____

What experience could you offer visitors?



The Leigh Street Christmas Markets is brought to you by Rigoni's Bistro and supported by the Adelaide City Council, Splash Adelaide and the Adelaide West End Association



10th November | 17th November | 24th November | 1st December | 8th December | 15th December
1.00pm – 4.00pm

events@rigonis.com.au | 08 8231 5160

YOUR PAYMENT

Full payment for site fees and a copy of the Certificate of Currency for your Public Liability Insurance must be received at the latest by COB Friday 2nd November

To ensure a site is available, please complete this word document as soon as possible and return it by email to events@rigonis.com.au

You may send the Certificate of Currency for your Public Liability Insurance with your registration if it will be current over November and December 2017.

- Yes**, I have paid by EFT to BSB: 015-010 Account: 4132 40846 with the reference 'LSCM' and clearly identifying the applicant name.
- Yes** please charge my credit card
_____ Exp ___/___ CCV: _____
- No**, I will make payment upon receipt of a formal Tax Invoice.

FESTIVAL INFORMATION

Bump in Time: Access to sites is from **12:00pm**, all sites must be set up by **1:00pm**. Vehicles can be brought into Leigh Street (before the bollards) from **12:00pm**, to unload but must be **cleared out immediately after unloading**.

Bump out Time: Stallholders are not to dismantle stalls prior to **4.00pm** and are to be completely packed up and vacated by **5.00pm**.

Please note: There is very limited space for vehicles on Leigh Street.

PARTICIPANTS TERMS AND CONDITIONS

1. Stallholders must have Public Liability Insurance and provide a copy of the Certificate of Currency: General traders, associations etc to the value of AUD \$10million.
2. LSCM organizers reserve the right to refuse potential stallholders from being a part of the Leigh Street Christmas Market
3. The location of all stalls is at the discretion of the LSCM organizers and may change on the day.
4. All electrical equipment, including extension leads and power boards, must be tagged and tested.
5. Waste disposal including liquid waste to be removed by stallholder. Stalls must be kept and left clean and tidy.
6. Stalls with pet and/or animal petting/handling must have access to hand washing facilities.
7. The LSCM organizers have overall control of signage, materials and products sold or displayed. Any signage, material or products may be refused inclusion entirely at the discretion of the organizers.
8. Stallholders must ensure that their activity meets Commonwealth, State and Local Government regulations relating to health, fire, safety and vendors license requirements.
9. Stallholders shall abide by any regulations set down by the Adelaide City Council.
10. No stall larger than the size paid for will be accepted. Unless otherwise agreed, stalls exceeding the size requested may incur an additional cost.
11. Generators, if used, must have noise reduction controls to keep noise to acceptable levels.
12. Loudspeakers only permitted by prior arrangement for special activities (not for general uses).
13. Any additional licenses/permits required for the stall (i.e. liquor license) is the responsibility of the stallholder not of the Leigh Street Christmas Market management.

In submitting this Registration, I agree that I have read and understand these and terms and conditions.

Name and date: _____

Don't forget to **like our Facebook page** and join the conversation **#lscm**



The Leigh Street Christmas Markets is brought to you by Rigoni's Bistro and supported by the Adelaide City Council, Splash Adelaide and the Adelaide West End Association