

Riverside Stables Christmas Markets - Stall Holder Expression of Interest

Vendors Information

Location: Riverside Stables - The William Inglis Hotel
(155 Governor Macquarie Drive, Warwick Farm 2170)

Dates: Thursday 17 Dec – Sunday 20 Dec 2020

Times: Thu & Fri 1pm-9pm
Sat & Sun 10am -9pm

Stall hire fee: \$200.00 (covers fee for full duration 17th-20th Dec)

Should you be approved an initial deposit of \$50.00 will be required. The remaining \$150.00 will be due one month prior to the event dates (17/11/2020). No refund will be given for non attendance.

Along with market stalls the event will also feature Christmas festival, live music, Santa photos, catering and a pet friendly hours.

If you need help styling your stall or require furniture, there is a huge range of items available for hire and a group of stylists ready to help. We want this event to look and feel like christmas and to bring joy to our local community.

Vendors will receive

1 x stable that is 3m x 3m

1 x power point with 10amp

1 x trestle table dressed in black cloth (options to upgrade at additional cost)

1 x full day bump in and 1 x full day bump out

All market stalls are undercover and protected from the elements

The opportunity to be a part of the inaugural magical Christmas Market at Riverside Stables

Organiser contact details

Vendor management – Jacinda Webster admin@boldevents.com.au / 0425 207 009

Hotel contact – Maxine Moroney Maxine.Moroney@accor.com / 02 9058 0312

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Application form

Please complete the below form

Company Name	
Business ABN	
Website	
Please describe your product or services in detail Applicants are encouraged to attach product/service brochures and or photos	
Social handles (Facebook, Instagram, etc)	
Contact Name	
Contact Position	
Phone Number	
Email Address	
Postal Address	
Section 1 / 2	



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Application form

Please complete the below form

Have you been a vendor at a markets before? If yes which ones?	
Will you be able to attend the 4 days of the markets? 17-20 December 2020	
How do you currently distribute your product?	
What is the price range of your products?	
Where did you hear about Riverside Stables Christmas Markets?	
Marketing is an important part of the event and ALL vendors MUST contribute. If successful, how will you market your involvement in the Riverside Stable Christmas Markets? How many posts on social media and will it be on your website?	
Should you have any other queries or notes please advise here	
Section 2/2	

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Approval Process

We will be holding 20 minute interviews before confirming if you will be a successful stall holder. The interviews are to meet you and see some of your products to make sure they fit within our brand.

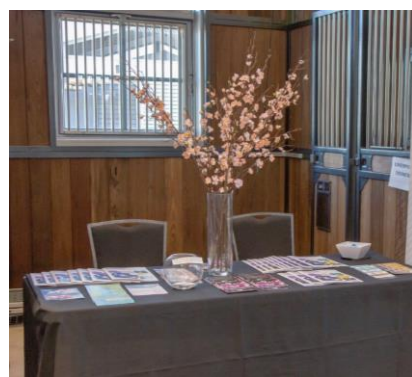
The interviews will be held at The William Inglis Hotel – Riverside Stables (155 Governor Macquarie Drive, Warwick Farm) and will be booked in with Bold Events.

Site Allocations

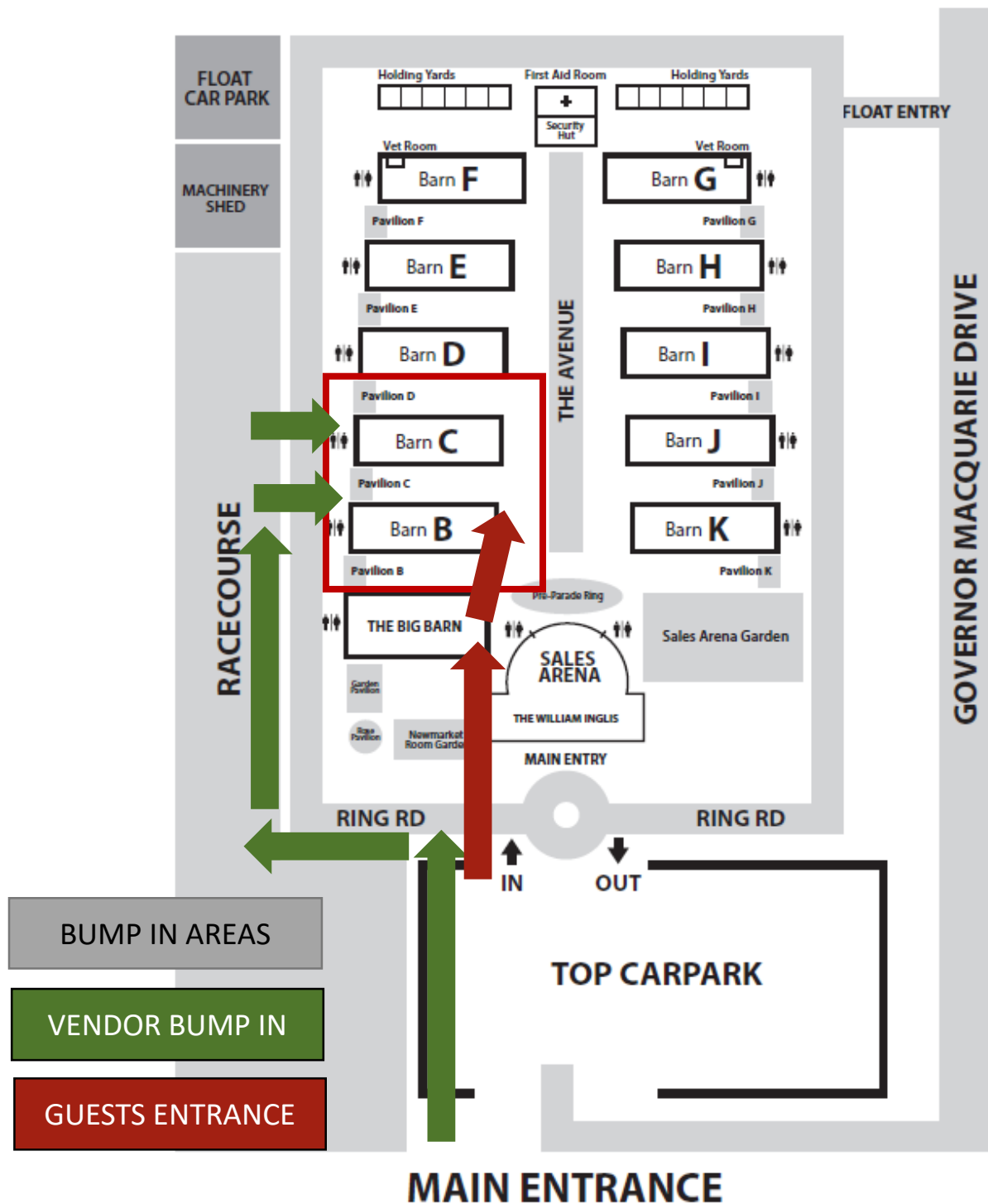
Please note that sites will only be allocated when stall holder applications, confirmation and required documentation have been received.

Market staff will direct stallholders to the allocated site upon arrival (on bump in days).

Vendors will be shown the Market site during their application interview onsite at The William Inglis Hotel. Where possible, your preferred site will be allocated however this may not always be possible. All stalls are 3m x 3m and undercover – examples below.



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Vendor Agreement

If successful, I (Vendor) understand and agree to the following:

- ☐ I agree to pay the full stall hire fees one month prior to the event
- ☐ I must trade for the full duration of the event (*unless prior arrangements with the organiser have been approved and are in written confirmation*)
- ☐ I will remain in my allocated space
- ☐ I may be asked to change or remove items from my stand to fit the guidelines of the event
- ☐ I will only sell products that have been approved
- ☐ I understand that there is no refund or transfers in the event of non attendance, cancellation or bad weather
- ☐ I understand that the event manager and The William Inglis Hotel (Riverside Stables) are not responsible for the sales I make during this event
- ☐ I will contribute to marketing by posting on social media about the event (minimum 5 posts)
- ☐ If applicable to my product / service I must have current public liability insurance, relevant food safety policies or relevant licencing documents. I will send a copy of these to the event organisers before the event start date.
- ☐ I must abide to all terms and conditions

Application Declaration

By signing the below you agree that the information you have provided in this document is true and correct. Please note that this section must be completed or the application can not be approved. *Submission of this application in full and attaching copies of all appropriate licenses does not guarantee approval. The Market Manager reserves the right to deny any application*

APPLICANT NAME	
APPLICANT SIGNATURE	
DATE	

Please return expression of interest form to admin@boldevents.com.au