

TWILIGHT CHRISTMAS MARKETS 2021



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STALLHOLDER INFORMATION

Twilight Christmas Markets
4pm - 10pm | Sat 18 + Sun 19 Dec 2021
Fabrik Arts + Heritage, 1 Lobethal Rd, Lobethal
a part of the *Lights of Lobethal Festival*

About Us + About the Market

The Twilight Christmas Market is a sparkling new initiative from Fabrik Arts + Heritage, in partnership with the Lights of Lobethal Festival.

Our market event will bring together a delicious and delightful array of quality Adelaide Hills food and beverage producers + growers, artists + designer makers.

The Twilight Christmas Market is scheduled in the heart of the Lights of Lobethal's 12 day event program. It will be promoted widely as perfect timing for visitors to finish their Christmas shopping and fill up the Christmas table with hand made and locally produced delights while exploring the Lights of Lobethal.

To be held in the historic former Onkaparinga Woollen Mill, the Twilight Christmas Market will be licenced throughout, include live music and be adorned with native foliage and sparkling lights.

Fabrik's big, beautifully original and industrial Building 21 will be the market hub, filled with your beautiful market stalls. The adjacent laneway will offer our point of entry as well as our fabulous food zone, offering a curated selection of eats + drinks that aim to complement the offerings along Lobethal's Main Street. Within the picket fenced site, our nearby grassed Mill Square will be a space for sitting and dining, along with a perfect position to enjoy live music and the amazing Illuminart light projection Flocking Together.

We invite you to join us and be a part of the richly nostalgic, state-wide tradition of visiting Lobethal to see the lights at Christmas time. We are really looking forward to 2 fantastic nights and sharing what our Hills community makes, grows and creates.

About You + Your Stall

We are looking for high quality, amazing stall holders. Good folk who are passionate about what they do and love to share their enthusiasm and great wares with others.

Great looking stalls get a great response. We will be working hard with site decor and placemaking to make the event look lovely, as we want it to feel like a special occasion, something wonderful and sparkling for our customers. We encourage you to set up a stall that compliments and contributes to that special occasion vibe. Feel welcome to use your best tablecloth or bring along a gorgeous vintage table instead of a trestle. Thank you in advance for keeping the calibre, and atmosphere of the market unique and very special.

You'll need to provide everything that you need for your stall (and make sure it looks lovely!) Let's all make this market something we can all be very proud of.

Stallholder Eligibility

Our focus is to showcase the excellence of Adelaide Hills makers, artists and producers, as well as existing Fabrik retail artists. If this sounds like you, please apply!

Stall site numbers are limited and if demand is high, not all eligible stalls will be able to participate. This may be due to the capacity of the venue or a decision made to ensure a balanced, curated and quality offering to our market visitors.

At application closing, all eligible stalls will be considered, successful applicants contacted and a waitlist established should any sites become available.

All applicants will be notified of the status of their application via email.

Market Setup

Market set up will start at 1pm. All stallholders are expected to be ready for trade by 4pm with all debris of set-up packed away from public eye.

We will be there to greet and guide you during market set-up. All the details and site maps etc, regarding unloading zones and stall holder car parking, will be shared with successful applicants.

Market Packdown

It is expected that you will be open for trade until 10pm. Please only pack down after 10pm as any pack down prior to this time sends the message to customers that the market is closing and possible sales can be lost for yourself and for your fellow stallholders.

Leaving Goods Overnight

Stallholders may leave their stalls set up and onsite overnight. The venue will be locked up overnight. Stallholders store their goods at their own risk; no responsibility will be taken by the venue or event organisers for any goods lost or damaged at any time during the market weekend. If stallholders choose to take their goods home and set up again the following day, bump in must be completed by 4pm. Stallholders with approved electrical access must leave electrical items in situ overnight or incur the callout fee for the event electrician to undergo an additional safety check.

Power Access

Limited electrical connections are available in Building 21 and will only be provided to vendors for whom power access is essential for trade. Details of electrical requirements must be provided on the application form. Stalls with approved electrical access must have all electrical items tested and tagged and stall installation will undergo electrical safety checks by our event electrician from 3:30pm on Saturday 18th December.

Lighting

The lighting in Building 21 is a blend of the original Mill lighting, some spotlights and (on this occasion) a whole lot of fairy lights! Any additional stall lighting must be self powered (ie battery operated) and is the responsibility of the stall holder.

Promotion

Promotion of this event includes a suite of online, print, social media, street signage and mailing list communications strategies. The Lights of Lobethal Festival, their sponsors and Fabrik Arts + Heritage (who are a part of the Adelaide Hills Council) have marketing and promotion teams to support us to look our very best and spread the word far and wide. Cross-promotion is also very important, and we encourage you to also promote the event and your presence as much as possible.

Applications - we'd love to get to know you better.

A Stallholder Application Form is available on the Fabrik Arts + Heritage website. Please email fabrik@ahc.sa.gov.au if you are unable to complete the online application.

All Applications must be received by 11:59pm Sunday 31st October 2021.

All applicants will be notified of the status of their application by Friday 5 November 2021.

Upon confirmation of your acceptance, an invoice will be issued to you (via Adelaide Hills Council Accounts department) and payment will be required within 14 days. Payment options will include: in person, via cheque and online.

FEES

Site booking fees include both nights of the market.

Market stall sites are available in two sizes.

- Standard 3x3m - \$180
- Small 2x3m - \$90

Takeaway food sites are available in two sizes (food + beverage vans). Fees include access to power.

- Standard 3x3m - \$270
- Large 6x3m - \$370

Event Duration

All stallholders are expected to participate in both nights of the market. Single night participation is not available in 2021.

Liquor Licencing

Applications are open to stall holders who sell wine, gin and cider. The whole event site will be fenced and licenced for both sale of alcohol for consumption on site during the event and sale of sealed bottles to take off site.

Insurance

Evidence of Public Liability Insurance (\$20 million minimum) will be required of all stallholders in order to participate in this event. A copy of your insurance certificate will need to be shared with the Twilight Christmas Market organisers.

Internet Access

Wi-Fi is not available at Fabrik. All stallholders will need to provide their own internet access (such as a phone or laptop hotspot).

Payment Methods

Touchless payment methods are strongly preferred to help stop the spread of COVID-19. We do also recommend that you are prepared to handle some amount of cash payments during the market, for both accessibility considerations, as well as to ensure trade is not halted due to technical difficulties.

Two ATM services are available in the Main Street of Lobethal. They are located at 54 Main Street and also inside Klose's Foodland Lobethal at 18 Main Street.

Sustainability and Waste

Twilight Christmas Market is committed to reducing the environmental impact created by single use plastics and landfill waste. We expect that all stallholders, including food vendors, use recyclable, reusable or biodegradable packaging and serving ware and no single use plastics. Green organics and yellow recycling bins will be available on site.

All litter/packaging is to be placed in appropriate bins onsite for stallholders or taken home. We thank you in advance for making sure that no litter remains in your stall space at the end of the event.

COVID-19

All stallholders are expected to adhere to the direction of the event operations team, and the most current recommendations from SA Health at all times. The Fabrik venue has a COVID Safe Plan and we will ensure QR codes are clearly displayed throughout the venue, and hand written alternatives are provided at the point of entry. We will provide hand sanitiser at entry points and throughout the event, and keep a track of visitor numbers to the event at any one time, ensuring the venue's COVID-safe capacity is not exceeded.

At the time of writing, COVID restrictions require a mask is worn at all times during this event, unless seated to eat or drink. You are responsible for, providing sufficient hand sanitiser at your stall, and frequently disinfecting all high touch points.

COVID-19 (continued)

Tasters and samples of edible products are permitted, however these are not to be made available from a shared plate or platter, but individually provided to attendees by a staff person with appropriate food safety protection e.g. gloves and implements.

An update of current COVID-19 directives will be provided to all stallholders in a pre-event briefing document ahead of the event.

Event Cancellation

In the event that the market is cancelled by the organiser, all stallholders will be refunded 100% of their stall fees. We would only consider cancellation to adhere to public health directives or in the instance of bushfire risk, as follows:

- Event organisers will be adhering to the most up to date COVID-19 safety directions from SA Health at all times. Should conditions prohibit the market taking place, or should the event organisers decide to cancel the event due to public health and safety concerns, all stallholders will be notified as soon as possible.
- The weather forecast and CFS Bushfire Danger Rating will be monitored closely in the lead up to the event. In the case that a rating of *Extreme* or *Catastrophic* is declared for Saturday 18 or Sunday 19 December as late as 4pm the day prior, the following day's market will be cancelled. Stallholders will be contacted via text message and email as soon as possible.

Under the above cancellation conditions, there remains a possibility the market could become a one day event. For example, if Saturday is forecast to be an Extreme Bushfire Danger day by the CFS but the weather conditions (and the CFS fire rating) are set to ease the following day, we would cancel Saturday's market but operate on Sunday. Stall holders would receive a 50% refund in this instance.

Stallholder Cancellation

If a stallholder provides 14 or more days' notice for cancellation, they will be refunded 100% of their stall booking fee. If less than 14 days notice is provided, no refund will be issued.