

**Event Overview:**

Top of Town events have teamed up with Ipswich City Council to present - Top of Town Night markets (previously - The Old Flour Mill Night Market)

Between 5pm and 8pm on the first friday of each month, visitors to the top of town will be able to wander through stalls from Ellenborough street to Waghorn street. A small selection of food vendors will compliment the already busy restaurants available. Market/community stalls, live local music, workshops and performances.

- All vendors and stall holders will need their own generator power as there are no power outlets in the space unless pre arranged with a retailer.
- All vendors will need to provide a copy of their current Public Liability Insurance certificate for \$20 million.
- All vendors are required to stay with their stalls for the duration and pack up only after 8pm.

Bump In:

3pm - 4:30pm - your stall sites will be marked and have a table and chair already set up at the site. The stalls have been pre approved by ICC and the retailers/tenants adjacent to your site. Do not move or deviate from your area without approval.

Any questions, please don't hesitate to reach out for a chat any time.

Kind regards,

Katrina and Anne

Application Form	
Business or organisation name	
Contact person's name	
Email address	
Contact phone number	
Public Liability Insurance –	please provide a current certificate with a minimum coverage of \$20M with this application form Supplied: Yes No
Size of stall	Length width height
Electrical cords tagged and tested (if applicable)	Yes No *please note that all electrical cords must show current test and tag compliance.

Please provide links to your social and digital media pages (if applicable):

- Facebook page facebook.com/
- Website link
- Instagram link
- In detail, please provide a brief overview of your stall:
- Please supply 4 photos of your work that we can share on our social and digital platforms
- Are you happy for us to use your images for promotional purposes? YES / NO
- Emergency contact name and phone number

It is essential that you understand and abide by the following information as per our TERMS AND CONDITIONS

1. Please ensure you follow all bump in/out instructions from Katrina Lee and Anne Leon
2. Bump-in details 3pm - 4:30pm - find your stall site and confirm with Kat you have arrived and are setting up via text - 0432045581
3. If you use marquees, please ensure that your marquees are secured with weights. This is a safety issue. If you arrive without the ability to secure your marquee, you will NOT be permitted to erect it within the market precinct. It is recommended you have 10kg plus on each leg. You cannot peg into the ground as it is asphalt; you must have weights.
4. ALL WEATHER PREPAREDNESS Please make sure you are fully prepared for all weather conditions with plastic sheets, marquee walls and weights. We are an ALL-WEATHER EVENT so please be prepared.
5. 1 TABLE AND 1 CHAIR will be provided by Kat and these are situated at your stall site.
6. EARLY PACK UP There is to be no early pack up unless under the direction of the Market Manager.
7. UNACCEPTABLE RISKS In respect of Public Liability only the following risks are UNACCEPTABLE: Health / Cosmetics / Medicines / Potions / Oils / Soaps / Alcohol / Candles / Amusement Device Operators / Electrical Goods / Tools / Second Hand Toys / Massage / Therapy / Hazardous, Flammable or Dangerous Goods. Any risks not mentioned above are a referral to the insurer. On occasions where you sell products/services which are a mix of ACCEPTABLE and UNACCEPTABLE RISKS only the ACCEPTABLE RISKS will be insured.
8. RUBBISH REMOVAL All stallholders must clean their site area. This includes the removal of all rubbish, cut-off zip ties, paper and fragments from the day.
9. EVENT PROMOTION AND ADVERTISING We conduct a broad advertising and social media relations program to promote the event. This event will be heavily promoted throughout the Ipswich City Council channels, social, digital and other media. We aim to promote stallholders on our social media pages and would love you to promote the event to your audiences.

By signing this application form, I confirm that I am authorised to act on behalf of my business, I have read and understood the terms and conditions, and have provided information that is true and correct (signature of named applicant)

Signature of vendor:

Date:

PLEASE RETURN COMPLETED AND SIGNED APPLICATION FORM TO: Kat - totipswich@gmail.com