



STALLHOLDER TERMS AND CONDITIONS 2026

General Participation

- If you need to withdraw from the event, please notify the Events Team **at least 48 hours in advance**. Same-day withdrawals should only occur in the case of an emergency. Timely notice ensures smooth operations for all participants.
- Stallholders are responsible for **maintaining cleanliness** and **removing rubbish** within a **1-metre radius** of their stall throughout and following the event.
- Stallholders **must hold valid Public Liability Insurance** and provide an **up-to-date Certificate of Currency** to the Events Team **prior to the event**.
- All stall setups must be **complete no later than 2:30 PM** on **Saturday, 5 December 2026**, ready for trade

Stall Setup & Infrastructure

- The City of Albany will provide each stall with a **marquee (approximately 3m x 3m or a 6m x 3m shared space)**.
- Stallholders are responsible for providing their own **tables, tablecloths, chairs, and display materials**.
- **Sticky tape must not be used on marquees**. If you need to hang items, please speak with the Events Team for appropriate options and support.
- Site allocations are at the discretion of the City of Albany Events Team and **may change at any time**, including on the day of the event.
- **No vehicles** are permitted on the **Town Square and Alison Heartman Gardens grassed areas** under any circumstances.
- Stallholders must remain open for the **entire duration of the event** and **must not pack down before 8:00 PM**.

Power, Lighting & Equipment

- The City of Albany will provide **festoon lighting** in front of each stall.
- Stallholders are encouraged to bring **additional batteries or solar-powered lighting** if more illumination is required for their setup.

Food Vendors

- Stallholders selling food may require a Food Registration Certificate, depending on the nature of your offering. Please contact the City of Albany Environmental Health Team at healthonline@albany.wa.gov.au or call (08) 6820 3031 to confirm your requirements.

Weather Contingency

- The Christmas Markets are an **open-air event** and will proceed in most weather conditions. Stallholders must be prepared to trade regardless of the weather.
- In the event of extreme or unsafe weather, the City of Albany reserves the right to cancel the event. Notifications will be sent via text message as early as possible.

Bump-In & Communication

- Full details regarding **bump-in times and site locations** will be provided approximately **one week prior to the event**.
- Upon receiving this information, you will be required to **review and confirm** your understanding and agreement via email. Prompt acknowledgment will support a smooth and efficient setup for all stallholders.

Compliance

- The City of Albany reserves the right to **reject or remove stallholders** who do not meet or adhere to the terms and conditions outlined above.

If you have any questions or need clarification regarding any of the above, please contact the Events Team at your earliest convenience.

Thank you for your participation — we look forward to working with you to deliver a successful and enjoyable event for our community.

DECLARATION

I/we have read, understood and agree to abide by the requirements, terms and conditions as detailed above.

Signed: _____
Date: _____

Please return this completed form to the Events Team via email at events@albany.wa.gov.au

Please note: Whilst the Events Team will make every effort to satisfy your preferences and/or requirements, the distribution and allocation of spaces remains under the discretion of the organisers.