



YMCA GEELONG

Carols by

Candlelight Geelong

Stallholder Info Pack



On the day

Arrival/Setup Time

- Stallholders Arrival/Setup time: 1:00pm - 2:30pm
- Set up schedule and location will be sent out the week prior to the event.
- Stall locations will be marked out and designated prior to arrival.
- Stallholders will need to check with YMCA staff who will guide you to your stall location.
- Sit size is 3 metres x 3 metres

Market Running Time

- Market to start at 3:00pm and run until 7:00pm.

Equipment

- Stalls will be outdoors
- You will need to bring your own equipment: tables, decorations, shelter etc.
- Garbage bins will be located throughout the park.
- Toilets and restrooms available inside the park.
- Fountain taps available on Fenwick street to fill drink bottles.

Pack Up Time

- From 7:00pm not before
- No cars are permitted inside Johnstone Park until the carols have finished at 10:30pm
- Foot traffic only before 10:30pm
- This is due to the volume of expected attendees

Emergency & Key Contacts

- All market organisers will be in YMCA uniform and easily recognisable on the day.
- If you have any questions regarding the day you can contact the Y Geelong staff on:
 - 5223 2714
 - 0412 500 718 - Abbey Bow
 - 0490 342 787 - Alisha Nurnaitis
 - gymnastics.geelong@ymca.org.au

Market Guidelines

Public Liability Insurance

- You are required to have your own public liability insurance to attend this event.

Families & Children

- We are a family friendly market.
- We are a child safe event.
- No photographs of children are to be taken or shared without parental permission.

Parking

- There is public car parking available near the park entries, parking will be subject to availability.
- No parking on the grass during event

Covid

- Please stay at home if you are not feeling well.
- If you have symptoms get tested.
- Hand sanitiser will be available to all stall holders and visitors to the market if required.

Rubbish & Rubbish Bins

- Rubbish bins will be located throughout the park for market use.
- We only accept a small amount of waste from stallholders.

Weather

- Event organiser will notify via sms all approved market stall holders of the application of our wet weather policy.
- To view the wet weather policy please see our website: www.geelong.ymca.org.au

No Smoking

- Please note the Carols by Candlelight Geelong is a smoke free zone.
- No smoking is permitted anywhere on the grounds.

Illegal & Illicit Items

- Stallholders must not sell live animals at the market.
- No illegal goods may be sold.
- No drugs or drugs or drug paraphernalia may be sold.

Alcohol

- Consumption of alcohol on park grounds is prohibited.

A stallholder who does not comply with the above guidelines is liable to have their site cancelled.

Promotion

Social Media

- Branded Carols by Candlelight Geelong social media images with various slogans have been designed for market promotion.
- We encourage all stallholders to share and tag themselves with/at Carols by Candlelight Geelong on social media.

Social Media Event

- A dedicated event has been created on Facebook.
- The event page will be used to promote the market and all our stallholders.
- We encourage everyone to join and share posts within this event.
- The event page can be found on our Carols by Candlelight Geelong Facebook page.

Promotional Flyers & Posters

- Branded Carols by Candlelight Geelong flyers and posters have been designed for market promotion.

Business Logos

- All logos/businesses will also be shared to our social media event page.
- To have your business logo shared, please send a copy to liz.tobolov@ymca.org.au.



THANK YOU

We are so excited to have you on board for our 58th annual Carols by Candlelight Geelong and our first ever Carols market.

