

Bookish Markets: Vendor Guidelines and Responsibilities

Welcome to the **Bookish Markets** as part of the Words Out West Readers & Writers Festival! We're excited to bring together a unique blend of local talent and creativity, offering a vibrant marketplace that celebrates all things "bookish." To ensure a successful and enjoyable event for everyone, we've outlined the key responsibilities, setup requirements, and important information for vendors.

Event Details

- **Date:** Saturday 15 March
- **Location:** Chinchilla Cultural Precinct
- **Market Operating Hours:** 8am-1pm.
Break times throughout the day are as follows:
8am-9am, 10.30-11am, 12pm-1pm.
- **Vendor Setup Time:** 7am
- **Vendor Pack-down Time:** 2pm

Vendor Responsibilities

- 1. Compliance with Guidelines:**
 - a. Vendors must adhere to all guidelines outlined in this document and any additional instructions provided by the event organisers.
- 2. Public Liability Insurance:**
 - a. All vendors must hold valid public liability insurance to participate. A copy of your insurance certificate must be provided prior to the event.
- 3. Product Offerings:**
 - a. Vendors are encouraged to align their products and services with the "bookish" theme of the festival. Examples include (but are not limited to): books, stationery, handmade crafts, literary-themed items, and educational or creative tools.
- 4. Stall Presentation:**
 - a. All stalls must be clean, tidy, and visually appealing. Ensure your setup reflects the professional nature of the event.

5. Licensing (if applicable):

- a. Vendors selling food or drink must have the necessary permits and approvals. Copies of these must be submitted before the event.

6. Safety Standards:

- a. Vendors must ensure that all equipment, including electrical items, meets safety requirements (e.g., electrical equipment must be tagged and tested).

Stall Setup Requirements

1. Space Allocation:

- a. Standard stall spaces are **3m x 3m**. If additional space is required, this must be requested during your application.

2. Equipment:

- a. Vendors are responsible for supplying their own setup equipment, including:
 - i. Tables
 - ii. Chairs
 - iii. Display stands
- b. All equipment must be secure and suitable for outdoor conditions.

3. Power Access:

- a. Limited power access is available. If you require electricity, please indicate this in your application. Vendors must supply their own power leads (tagged and tested) and extensions.

4. Weather Preparedness:

- a. The event is outdoors, and vendors must be prepared for varying weather conditions. Secure your marquee and displays appropriately.

Event Logistics

1. Parking and Unloading:

- a. Vendors are encouraged to use the carpark located off Middle Street.

2. Waste Management:

- a. Vendors are responsible for managing waste generated at their stalls. Bins will be available on-site for general waste and recycling.

3. Shared Stalls:

- a. Vendors sharing a stall must list all participants and products in their application.

4. Setup and Pack-down Times:

- a. Setup: Vendors must be ready by 8am, Saturday 15 March.
- b. Pack-down: Vendors must dismantle their market stalls by 2pm, Saturday 15 March.

Key Notes for Vendors

- **Promotional Support:**
 - Vendors are encouraged to promote their participation in the event via social media and other platforms.
- **Cancellation Policy:**
 - Vendors who need to cancel must provide notice at least 10 days before the event to allow organisers to reallocate the space.

Contact Information

If you have any questions or require further clarification, please contact the Words Out West team at:

- **Email:** landri.westhuizen@wdrc.qld.gov.au
- **Phone:** 0474187639

We look forward to working with you to create an incredible event for the community. Thank you for your interest in being part of the **Bookish Markets!**