

23–24 Nov, 30 Nov – 1 Dec, 7–8 Dec and 14–15 Dec 2019

Fill in the form either on the computer or by hand clearly and attach the form to your products. Please read carefully the Terms and Conditions – approval of the Terms and Conditions is a prerequisite for getting a selling place at the Old Great Square Christmas Market.

**Products/photos and application must be sent as a package or letter post by Tuesday 17 September 2019 to the address:** Association Turun Suurtorin keskiaika, Vanha Suurtori 3, FI-20500 Turku, Finland

**1. Natural persons (private persons)**

Full name:

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Birthdate:

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Full address:

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Phone:

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E-mail and web pages:

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**2. Associations and companies:**

Official name (if desired, also marketing name):

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Contact person:

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Business ID:

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Full address (incl. billing address, if needed):

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Phone:

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E-mail and web pages:

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**Prices of a stall place 2m x 2m (a vendor's own stall or a stall provided by the event organizer)**

70€/day

120€/weekend

410€ / all market days

**Small stall (size 100cm x 60cm) on the Brinkkala courtyard (only for non-profit organizations)**

25€/day

40€/weekend

120€ / all market days

**Prices of fast food places (space 2m x 2m)**

120€/day

200€/weekend

650€ / all market days

Additional space for all locations 40€ / m width / day

Electricity 10€/day

**Please notice that no VAT will be added to prices!**

**My wishes for the selling**

**days:**

- All market days
- Separate weekend(s): which?  
\_\_\_\_\_
- Separate day(s): which?  
\_\_\_\_\_

**Info on the market stand:**

- I will use a stall provided by the organizer (2m x 2m, table 160cm x 80cm, extra space on request).
- I will use a stall of my own (width x depth):  
\_\_\_\_\_  
(Please attach a picture of your stall to this application.)
- I will use a small stall (size 100cm x 60cm) on the Brinkkala courtyard (only for non-profit organizations).
- I would like more space (40€ / m width / day) \_\_\_\_\_ m (For example, an additional metre for every day costs 320€.)

I wish to use electricity, 10€/day. Mainly offered to vendors of food and then others according to how many places with electricity are available. Please explain the use and the equipment below.

\_\_\_\_\_

I use fire or gas in my market stall. Please explain the use and equipment below, such as candles, tea lights, lanterns, gas cookers, heaters etc. The data is needed for the safety plan.

\_\_\_\_\_

Number of gas appliances in the stall: \_\_\_\_\_

**Request for a selling place (optional):** \_\_\_\_\_

We reserve the right to make changes to selling places.

**Products and prices for the jury** (if necessary, please attach a separate sheet):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read the Terms and Conditions of the Old Great Square Christmas Market 2019 and agree to them and the organizer's supplementary instructions (please check the box). Agreeing to the Terms and Conditions is a condition for participation.

The application can be signed in the name of a company or association only by an authorised signatory of that company or organization.

\_\_\_\_\_

Date

\_\_\_\_\_

Handwritten signature and name in block letters

# Terms and Conditions for Old Great Square Christmas Market 2019

## Application for a Selling Place

The application form must be filled in with care. The application form attached to product samples must be brought or sent by mail to the jury by Tuesday 17 September 2019. Notice also that the application form sent by mail must include some samples or good-quality colour photos of the products. The vendor is required to send the application and samples well in advance and choose delivery to the doorstep, as the organizer does not collect parcels from post office or any other pick-up point.

The jury fills out an evaluation form for the products and determines if they are approved or rejected. Only approved products may be sold at the Market.

We do not return samples by mail at our own expense.

An application for a selling place approved by the organizer is a contract binding on both parties, and it determines both the size and the rent of the selling place.

## Terms of Payment

The selected vendors will get an invoice for the selling place fee according to the information they have given in the application form. **The payment's due date is 31 October 2019.** Market organizer will charge the rent for the selling place in one instalment so that the full rent must be paid no later than on the due date and in any case prior to the start of the event. If the vendor fails to pay on time, the event organizer will automatically assume that the vendor has cancelled their participation in the Old Great Square Christmas Market.

**If the vendor uses extra space during the market without agreement with the organizer, the cost of the extra space will be charged in double after the Christmas Market.** All space, which is used in width outside the width of agreed selling place, is considered as extra space. Extra charge for the space used without permission will be charged separately after the Market.

## Cancellation

The vendor is obligated to inform the event organizer of a cancellation **no later than 31 October 2019.** In such a case, the vendor is entitled to get their payment back with no extra expenses. If the vendor cancels later than 31 October 2019, the vendor can only receive the payment back in case of illness (a medical certificate is required).

If the selling place is not taken in custody by the accepted vendor, the vendor is yet fully responsible for all the payments. The vendor may not assign their selling place to another vendor, nor sell any products that are not approved by the jury.

## **Market Stall or Tent**

The organizer determines the location of selling places by considering the product range, the appropriate use of the area and vendors' wishes.

The vendor may use their own market stall, booth or tent only if the organizer has approved this in advance. For safety, the tents must have weights, e.g. 30–50 kg's water cans attached to the tent structure. If the vendor does not have with him some weights for the tent, the organizer cannot give permission to set up the tent (fire inspector's requirement).

The organizer has the right to decide whether the appearance and decoration of a stall or a tent are suitable for the traditional Christmas theme.

## **Insurance and Guarding**

The event organizer has a third-party insurance which covers all damages caused to a third party by the organizer's equipment. The vendors are responsible for the damages they have caused to their own equipment, other vendors, the public, the organizer, or the event area. The vendors are responsible for their own insurances.

The event organizer arranges guarding to the market area for the night between Saturday and Sunday after the market has closed until it starts again the next morning. Please note that only the constructional elements are supervised. Night guards are not responsible for the property left in stalls.

It is strictly forbidden to leave products in selling booths or tents overnight. If there are food products or potentially dangerous products in a stall outside the market time, the organizer will take the necessary measures. We will organize an overnight storage space for vendors in the market area. Approved vendors will receive more detailed information in autumn.

## **Electricity**

Electricity is offered mainly for food vendors and after that other vendors, according to how many places with electricity are available. The need for electricity should be mentioned in the application form. We only deliver electricity according to the application in advance, and the costs for the electricity will be invoiced with the market place payment. The vendor should bring their own extension cords intended for outdoor use. Vendors without electricity, too, have permission to use light which works with batteries, if it creates a traditional Christmas atmosphere.

## **Authorisations and Notifications**

The organizer will provide the required licenses from the police, rescue services and health authorities regarding all selling of standard products.

## **Selling Food and Beverages**

The Association Turun Suurtorin keskiäika ry provides a list of food vendors at the Christmas Market to the food authorities. Food vendors must ensure that they have necessary licences for their activities.

Food vendors must follow the guidelines for outdoor sales of food in the City of Turku. The guidelines include the following specification:

Food vendors must have their name and contact details visible in their selling space.

Vendible food must be kept on a selling table that is high enough and easily cleaned. Outside of sale hours, vendible food, selling equipment and accessories must be stored in appropriate places, where there is sufficient storage space at the proper temperature for food and where furniture cleaning and maintenance can be carried out properly and the furniture can be protected from external influences.

Food vendors must have sufficient knowledge of the food they sell, and they must ensure that they have a written self-monitoring plan. This self-assessment plan must be available in the selling space at the Market.

Pre-packaged foods must be labelled in accordance with the Food Act and related statutes. Labels must be in Finnish and Swedish.

Anyone selling unpacked products must have adequate and correct information concerning products, including their composition, storage and producer. The country or region of origin must be clearly indicated if failing to do so could be misleading.

Vendors selling unpacked food, such as food portions, should have a splash guard or other protection, which ensures satisfactory distance for hygiene between the customers and the prepared food products.

Perishable food items may be sold in the cold device with a temperature of up to 6°C. Any food vendor, who handles unpacked, perishable food, should have a heated water container with a faucet for washing hands. Vendors should consider that the health inspector may cancel the sale, until a proper hand washing post is operational.

If these guidelines are not followed, the inspection may, if necessary, stop the sale of food. For more information on outdoor food sales in the city of Turku, please contact Health Inspector Sanna Stark: tel. +358 44 907 3696 (from 8:30 to 9:30 local time) or e-mail [sanna.stark@turku.fi](mailto:sanna.stark@turku.fi).

No food should be left overnight in the stall and no food left overnight can no longer be used or sold during the Market. The organizer of the event can inform health officers if vendors selling food or beverages have left their products in the stalls.

## **Garbage Disposal**

A vendor must take care of the waste in his own stall and bring it to a large waste receptacle of six cubic metres located in the market area. The vendors are not allowed to use little wooden dustbins placed around the market area.

## **Fire Safety**

Vendors using fire should follow the general laws and regulations and general instructions on fire safety. Food vendors must notify the gas cylinders and other flammable materials in advance. Gas can be at most one gas bottle / appliance in a selling place. A vendor using fire or gas must keep a powder extinguisher (min. 6kg) and a fire blanket in their stall always. Extinguishers used at public events must be examined once a year. Vendors who use electricity should also have a fire blanket in their market space.

## **Logistics**

Vendors need to move their cars outside the market area no later than half an hour before the market opens, i.e. before 10:30. It is strictly forbidden to drive on the market area before the market is closed. If necessary, the security officers will prevent cars from coming to the area.

## **General Regulations**

The organizer reserves the right to changes. The vendors must follow the laws, rules and orders that have been passed on entrepreneurship and taxation in Finland. The Terms and Conditions in Finnish are kept as a basis when dealing with possible interpretations. Disagreements in the interpretation of these Terms and Conditions are resolved on the first level at the District Court of Southwest Finland under Finnish law. By signing the application for a selling place at the Medieval Market a vendor commits to comply with all Terms and Conditions of Sale and the instructions provided by the organizer to supplement these Terms and Conditions.