

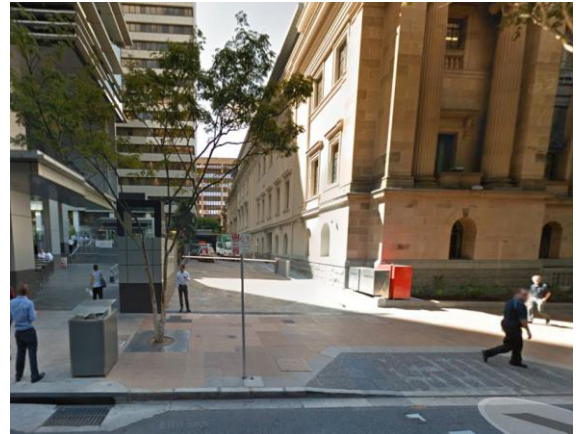
Bump In/ Out - Quick Guide

BUMP IN: Between 7.30-8.30am

BUMP OUT: Marketeers must vacate all market areas 1 hour after the close of the event.
The Adelaide St Loading Dock door will only be open for 1 hour after the close of the event.

MARKETEERS ENTRANCE: Depending on instructions from Epicure, you must only enter either via:
The Adelaide Street Loading Dock – entrance on Adelaide St behind City Hall

- Enter via “Level A” of the King George Square Car Park.
- Trolley your goods up Adelaide Street.
- The Loading Dock entrance is at the back of City Hall on Adelaide Street.
- There will be an Epicure Rep and / or a BrisStyle Market Crew Member to direct you in.
- Marketeers must vacate all market areas 1 hour after the close of the event.
- The Adelaide St Loading Dock door will also only be open for 1 hour after the close of the event.
- All marketeers must have their own trolleys.
- NB: The trolleys located in the Loading Dock area are the property of City Hall / private clients and are not to be used under any circumstances.



STRICTLY:

NO Vehicle Access onto King George Square.
NO Marketeer Access through the Main entrance of City Hall.
(Unless otherwise notified by Epicure Venue Management on the day)

PARK AND TROLLEY: Park and bring your goods through the Adelaide St Loading Dock

BEING DROPPED OFF? Alternatively, if you are being dropped off, you may do so at your own risk, via the Adelaide St Loading Dock area driveway.

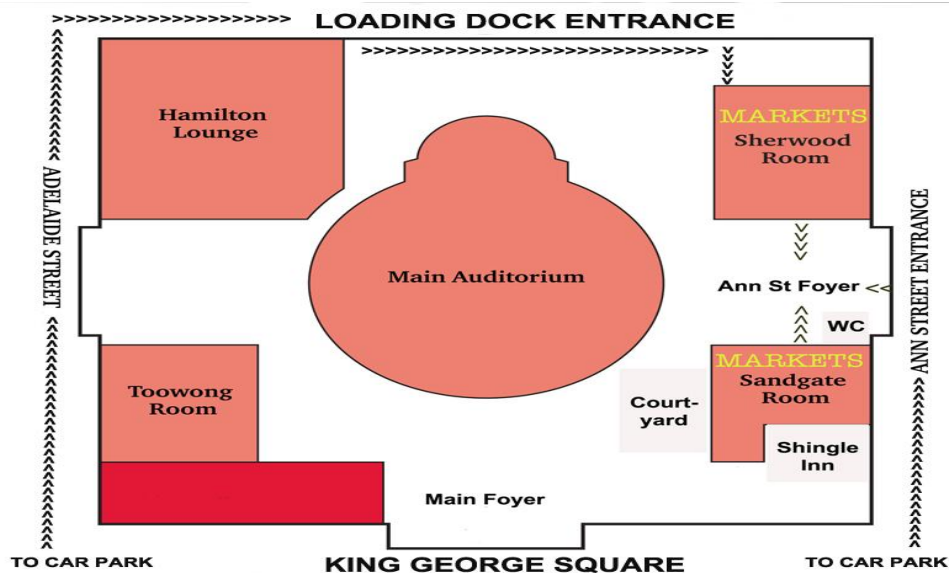
NO STANDING: Please adhere to all "work zone" and "no standing zones".

PARKING: A \$12 flat rate applies in the [King George Square car park](#) on a Saturday.
We recommend looking for a car park on Level A (enter via Adelaide or Roma St's) or parking below, as close to the lifts as you can get.

HEIGHT CLEARANCE: There is a **1.9m metre high restriction** for The King George Square Car Park. If your car is higher than this, we recommended parking on Upper Albert Street. *(Alternatively other parking options can be found here: [Brisbane City parking options](#))*

TAKING CARE OF YOUR SURROUNDS: You must take care of the floor coverings and walls in your immediate area. **STRICTLY NO** signage is to be adhered to any of the walls.
Please ensure that your tubs and market equipment do not cause damage to the flooring.

KEEPING IT CLEAN: It is your responsibility to keep your stall area clean and tidy throughout the market and leave it in the same state as when you arrived. Please bring along your own rubbish bags so that you can take any rubbish all away with you at day's end.



Customer Entrance ONLY

FREQUENTLY ASKED QUESTIONS:

My products are very heavy what should I do? Ensure you have a trolley and either arrive early enough to get a car park on Level A, have someone drop you off or bring along a helper.

I have a LOT of stuff to bring how can it mitigate my trips to and from the car? Ensure you have a sturdy trolley or an extra set of hands. Ensure that your load is packed effectively and tied down so that you can make the most out of each load.

How do I get to the KGS Car Park? [King George Square Car Park](#) has two entry points and one exit at: [Roma Street](#) - entry and exit (the driveway is located opposite the Mercure Pullman) [Adelaide Street](#) - entry only (the driveway is located in between the King George Square ramp and Officeworks) *Please refer to your street directories or online maps for more details.*

How early can I arrive? You may park in the King George Square Car Park from 5.30am but you won't be able to enter the Adelaide Street Loading Dock until 7.30am.

Why can't I start setting up earlier? The Market Crew need to get all the rooms marked out and furniture in place before everyone arrives.

Where is the nearest coffee shop open at that time? Groove Train in King George Square or the Mercure Pullman from 7am.

Have I hired a table? Check the Site Map for a {T} next to your name if you have.

What about a chair? Everyone will be allocated a chair. There are extras available if you need one.

Do I have to set up my table facing out or can I have a walk in boutique style set up? We encourage all marketeers to set up their stalls to compliment their signature style as well as creating a conducive selling environment for their customers. So please use whichever design best suits your style.

Will I have space for another table or rack? Corner sites allow extra space, as do most sites in the Sherwood Room. **NB: Displays may not protrude from your allocated space.**

How will I know which site is mine and how much room I'll have? Each table will have a post it note with your name on it and the corners of your site will be market out with cream masking tape. Please keep the tape in place until your neighbour has arrived and then you may remove it.