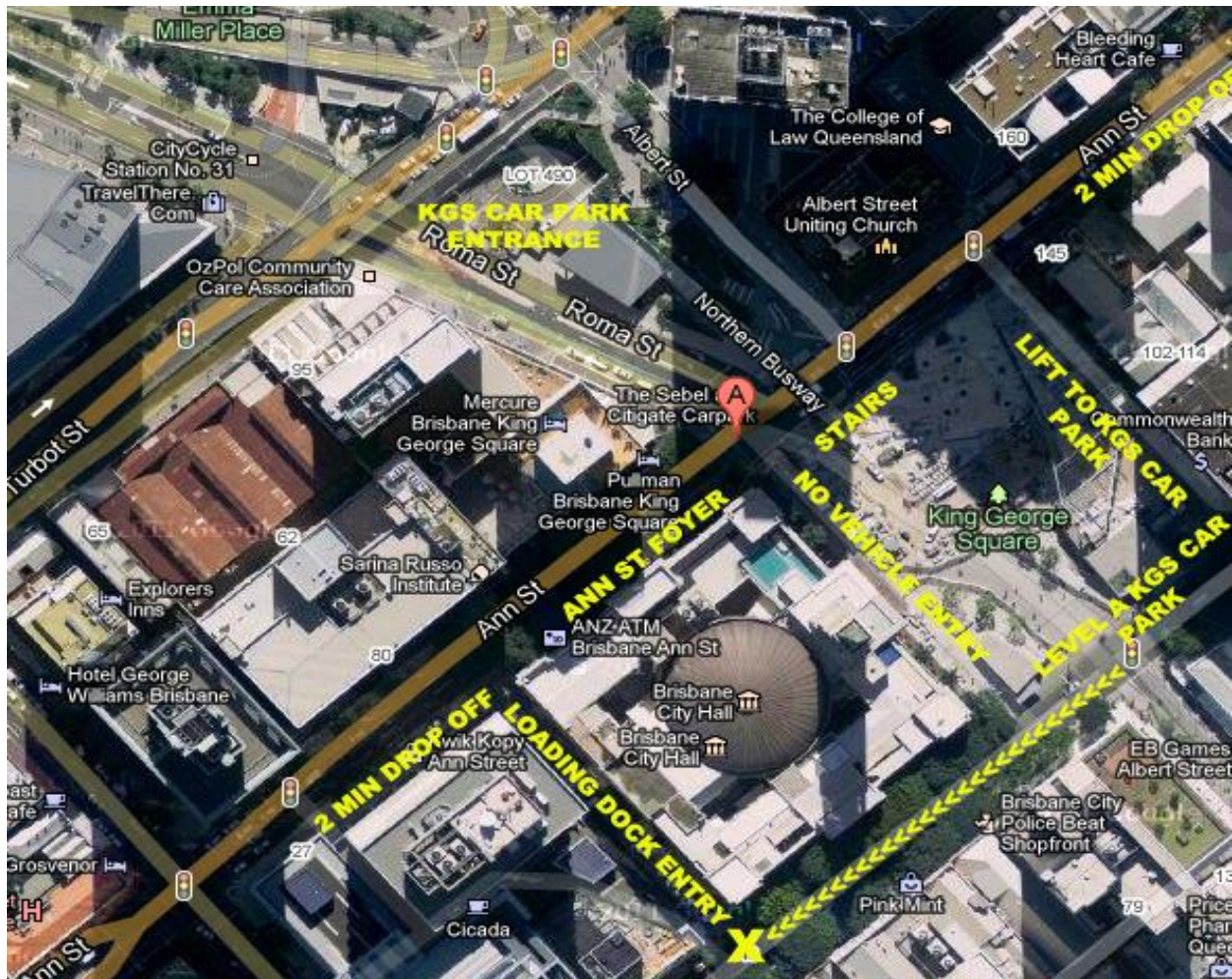


CITY HALL :: BIM - BUMP IN / OUT QUICK GUIDE



Aerial View of City Hall

BUMP IN

Time: Between 7.30-8.30am

BUMP OUT

All market areas must be vacated by stallholders 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.

STRICTLY:

NO Vehicle Access onto King George Square.

NO Marketeer Access through the Main entrance of City Hall.

PARK AND TROLLEY

You are required to park and bring your goods through either the Loading Dock or Ann Street Foyer entrance. (see below)

BEING DROPPED OFF?

Alternatively, if you are being dropped off, you may do so via the loading zones along Ann St. These are 2min passenger zones only. You do this at your own risk. It is strictly prohibited to park and unload directly outside City Hall along Ann St.

NO STANDING!

Please adhere to all "work zone" and "no standing zones" along Ann St. In particular, the entrance to the markets is a no standing zone and cannot be used for bump in / out.

PARKING

A \$12 flat rate applies in the [King George Square car park](#) on a Saturday so no discounted vouchers will be issued.

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. There is a 1.9m metre high restriction for this car park. If your car is higher than this we recommended parking on Albert Street, street parking. Alternatively other parking options can be found here - [Brisbane City parking options](#)

MARKETEERS ENTRANCE: *Depending on instructions from Epicure, you may enter either via:

TROLLEY USERS: Rear Loading Dock – entrance on Adelaide St:

Park in the KGS Car Park.

Exit via "Level A" of the KGS Car Park.

Trolley your goods up Adelaide Street. (As per the yellow arrows above)

The Loading dock entrance is at the back of City Hall. (See yellow X on the map above)

There will be a BrisStyle crewmember to direct you in.

All market areas must be vacated by stallholders 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. 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.

NON TROLLEY USERS: Via the 91 Ann St Foyer

Park or be dropped off in Ann Street

Carry your goods up the two small steps which lead into the Ann St Foyer.

There will be a BrisStyle crewmember to direct you in.

NB: *Epicure may change these procedures on any given market date.

TAKING CARE OF YOUR SURROUNDS

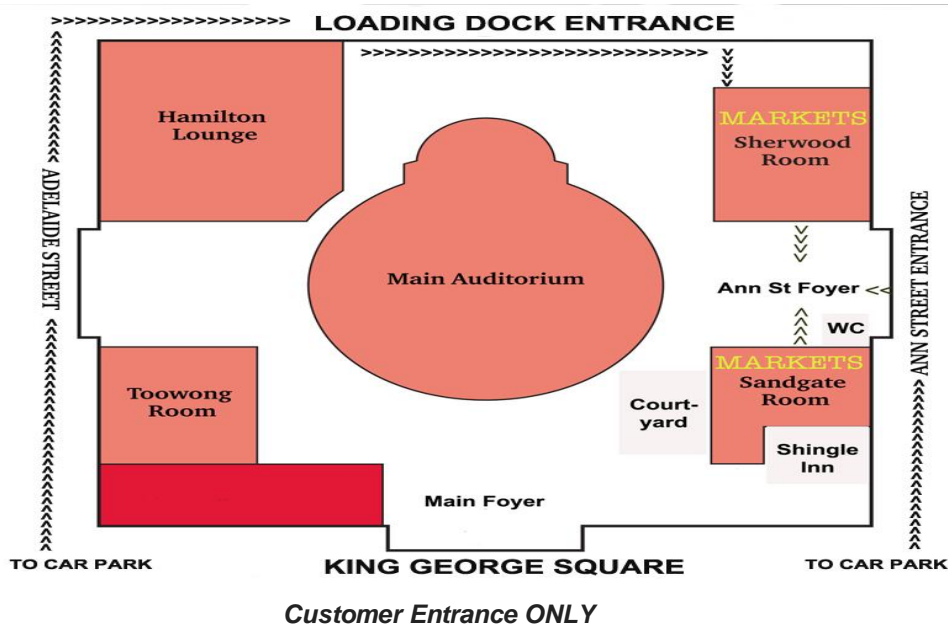
You must take care of the floor coverings and walls in your immediate area.

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.



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 Sebel)

Adelaide Street - entry only (the driveway is located in between the KGS 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 KGS car park from 5.30am but you won't be able to enter the Ann St Foyer until 7.30am.

Why can't I start setting up earlier? We need to get all the rooms marked out and ready before everyone arrives.

Where is the nearest coffee shop open at that time? Coffee Hit in KGS opens from 6.30am and the Groove Train from 7am.

Have I listed for a table? Epicure automatically set up a table for every site. Should you not require one we will take it away on the day.

What about a chair? Everyone will be allocated one chair. If you require another you will need to bring that in with you.

I no longer need my table: They have all been locked in so if you don't need one, please just let us know in the morning.

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? Yes depending on the location of your site:

Sandgate Room: Your given stall frontage is 2.5m. Your tables are 1.8m so whatever you can fit into that space and still be able to get out of your stall is perfect.

Sherwood Room: In some cases the sites in this room are slightly larger, especially if you have been allocated a corner site.

NB: Displays may not protrude from your allocated space.

I'm on a corner, will I have room on the end for another stand or small table? Yes but it totally depends on your set up. Be prepared and bring it along in any case.

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 marked out with cream masking tape. Please keep the tape in place until your neighbour has arrived and then you may remove it.