Rules governing the EPFL Christmas Market

Only staff members of EPFL and companies based in Innovation Park, together with their spouses or partners, may have a stand at the Christmas Market.

1.1 Products
Only homemade products may be sold.

1.2 Food
Items sold on food stands must be packaged for consumption off site. No food may be prepared or eaten on site.

1.3 Alcohol
The sale of alcoholic beverages is strictly forbidden.

2. Only a limited number of stands are available. Stands will be allocated on a first-come, first-served basis to people whose application is approved and who submit the "inForm" form and pay the CHF 10 fee.

3. Stands cannot be sublet to another person. Partners or spouses of staff members may have a stand as long as the staff member is present.

4. The organizing committee reserves the right to close down any non-compliant stands on the day of the event.

5. Prices
The price of each item must be clearly indicated in Swiss francs.

6. The Christmas Market will be open from 5pm to 9pm.

7. Participants will be able to set up their stands starting at 2pm on Tuesday, 5 December 2017. Stands can be taken down after 9pm. The space must be left clean and tidy by 10pm (garbage cans will be available).

8. EPFL shall not be held liable for theft or damage or for any of the items on sale.

9. Participants are responsible for their own products.
INSTRUCTIONS

If you would like to have a stand at the Christmas Market, the organizing committee must receive your application by **Friday, 10 November 2017**. Applications must be submitted by an EPFL or Innovation Park staff member via email: marchedenoel@epfl.ch.

Please provide a detailed description of the items you wish to sell and their approximate selling price, and attach one or two photos. **Please do not forget to provide the name of the person responsible for the stand and for the products on sale.**

Each stand includes one vertical wood panel (120 x 180cm), one table, two chairs and a power supply. You must provide any additional material you may wish to use (e.g. lights, tablecloth, extension cable, etc.).

*The fees of CHF 10.00 / booth will be finally collected at your arrival (cash only).*