



MACLEAY XMAS FEST 2026 – MARKET HOLDER EXPRESSION OF INTEREST

Macleay Xmas Fest is coming to Smith Street, Kempsey on **Saturday 28 November 2026, from 3:30pm to 8:00pm.**

Organised by the Macleay Valley Business Chamber, the festival will bring the CBD to life with live entertainment, markets, food, family activities, community groups and the lighting of the Christmas tree. The festival is all about celebrating our community, showcasing local businesses and encouraging people to shop and spend locally this Christmas.

We're inviting makers, producers, retailers, businesses and community organisations to join the festival marketplace and be part of a Christmas celebration for the Macleay.

Expressions of Interest close Monday 12 October 2026. Successful applicants will be notified by Monday 19 October 2026. Stall fees must be paid by Monday 2 November 2026 to confirm your site. If payment is not received by this date, the site will be reallocated to another applicant.

Spaces are limited and submitting an Expression of Interest does not guarantee a site. Applications will be assessed by the Macleay Xmas Fest Organising Committee, and the Committee's decision on successful stallholders is final.

Stall holder conditions

Stallholders must conduct their activities in a safe and respectful manner and follow all reasonable directions given by the Macleay Xmas Fest Organising Committee.

Stallholders are responsible for the security and safety of their own stall, products, equipment and personal belongings. The Macleay Valley Business Chamber accepts no responsibility for loss, theft or damage to stallholder property resulting from event visitors, weather, fire, accident or other circumstances beyond its control.

Stallholders are responsible for ensuring their stall and activities do not create a risk to the public, other stallholders or event personnel. Stallholders must comply with all safety instructions provided by event organisers.

Stall holders must have lighting to continue trade through to at least 7:30pm.

Public Liability Insurance

All stallholders are required to hold Public Liability Insurance with a minimum cover of \$20 million for the duration of Macleay Xmas Fest.

A current Certificate of Currency confirming this cover must be provided with your Expression of Interest. Applications submitted without a valid Certificate of Currency will not be considered.

The insurance must remain current on the date of the festival, 28 November 2026.

Food Stallholders

Stallholders selling or serving food or beverages must hold all relevant licences, permits and registrations required for their activities.

Copies of all applicable licences, permits or registrations must be provided with the Expression of Interest. Applications for food stalls will not be considered unless the required documentation is supplied.

All food stallholders are responsible for complying with applicable food safety requirements throughout the festival.

Bump-In, Trading and Pack-Down

Stallholders must remain on site and keep their stall set up and operational until at least 7:30pm. As the festival will continue into the evening, stallholders must provide adequate lighting to safely operate their stall through to 7:30pm. Vehicle access to the festival site will not be permitted until after 8:00pm and only when authorised by event organisers.

Bump-in will operate to a strict allocated schedule. Smith Street will close to traffic from 12:30pm, and vehicle access will be limited as other festival setup activities take place. Each stallholder will be provided with an allocated bump-in time and must arrive within that timeframe.

Stallholders who miss their allocated bump-in time may not be able to access the site by vehicle and may be required to transport their equipment to their allocated site on foot.

Contact Name	
Exhibit /Stall Name	
Town / City / Post Code	
Mobile number	
Email address	
Description of goods or services sold	

CERTIFICATE OF CURRENCY PROVIDED: YES / NO – application will be rejected

FOOD SAFETY LICENCE PROVIDED: YES / N/A

DO YOU NEED POWER: YES / NO

DO YOU HAVE LIGHTS: YES / NO

Market site fee is \$25 for a 3mtr x 3mtr site. Invoices will be emailed and can be paid by bank deposit.

Please direct any questions to admin@macleayvalleychamber.com.au