



Regulations for stalls at events organised by the City of Antwerp

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Article 1: Purpose

These Regulations contain the provisions for the temporary setting-up and operation of a stall at events organised by the City of Antwerp. The Regulations include the selection procedure, operating conditions, payment terms and the evaluation procedure. Failure to comply with the requirements of these Regulations may be sanctioned by an administrative penalty.

Article 2: Definitions

1° Stall

A physical location, predetermined by the City in time and space. It can be assigned to third parties for the sale of one of the categories of products specified below.

2° Layout plan

A detailed floor plan of the planned site detailing, among other things: the number of stalls, the size of the stalls, the location of the stalls in relation to the installations of the event itself.

3° Event site

The venue, spot or location(s) in the public space where the event will take place.

4° Market vendor

The business to which the stall has been allocated.

5° Stall fee

The amount that the market vendor has to pay the City of Antwerp for the operation of a stall during an event organised by the City of Antwerp.

6° Accommodation

The set-up of the stall. Examples of possible accommodation include: a wooden chalet, a tent, a canopy, power supply, water supply, waste points, terrace furniture, or a parking spot.

7° Product category

Each stall will be classified by product category: Merchandise, Food and Beverages or Gastronomic Experience.



The product category 'Merchandise' shall consist of gift items, fashion items or any other merchandise not intended for immediate consumption on site.

The product category 'Food and Beverages' shall consist of all prepared food and unsealed beverages intended for immediate consumption on site.

The product category 'Gastronomic Experience' shall be understood to refer to prepared foodstuffs or drinks actually prepared at the event, with an emphasis on the experience and on a high level of quality. The majority of the products must be prepared in an artisanal way on site (i.e. no food that is processed in an industrial way).

These product categories can be further divided up into subcategories.

8° Stall permit

A permit to occupy and operate a stall for the duration of the event

9° Evaluation report

The evaluation report shall contain an overview of all prospective market vendors that (1) have been retained and selected, (2) that have been retained but not selected and (3) that have not been retained. That overview contains a ranking of prospective market vendors and, if applicable, a justification for the score assigned.

Article 3: Scope of application

These Regulations apply to the public events organised by the City of Antwerp. These are all public events organised by the City of Antwerp without the involvement of an external partner as the organiser. These shall also include events for which the City of Antwerp group has outsourced the organisation to an external partner by providing specifications, but for which the implementation of the event takes place entirely according to the insights of the City of Antwerp itself.

These Regulations shall not apply to a stall included in a concession, public contract or sponsorship agreement of the City of Antwerp.

Setting up a stall during events shall not be subject to the authorisation for itinerant activities for traders and associations. As regards the organisation of events, the City of Antwerp shall not be bound by the legal modalities as described in the Act of 25 June 1993 on the exercise and organisation of itinerant and fairground activities.

Article 4: Mandatory permit

It is prohibited to operate a stall at an event organised by City of Antwerp without a stall permit, as described in Article 6.2., 3°.

Article 5: Conditions for application, allocation and operation of a stall

1° Operating conditions

You may only apply to operate a stall or operate a stall if you are actively running a business and are registered with the Crossroads Bank of Enterprises. Foreign market vendors must be registered with a comparable official business registration system in the country where they are based.

The applicant must provide the company number or registration system, and the type of company on the registration form.

2° Product category and subcategory

The College shall be entitled to divide up the individual product categories into subcategories, with the aim of introducing greater diversification. That diversification will create variety and enable a wider range of goods to be offered within a given product category. The College shall determine which product categories and subcategories will be offered at the event concerned.

3° Single registration

A stall can be applied for within multiple product categories or subcategories per event. Only one stall permit can be allocated per business within the same event. If a business has already been allocated a stall via an online bidding, as set out in Article 6.2, 2°, other applications from that business for the same event shall not be taken into consideration.

A check shall be carried out in this regard prior to allocation.

4° Exclusion

The City of Antwerp reserves the right to exclude applicants from participating in the event if the legitimate trust that the City should reasonably have in the applicant and/or market vendor has been breached for any reason. The College will decide on this matter.

Applicants who no longer meet the operating conditions or who have an outstanding, undisputed debt owed to the City of Antwerp are excluded from participating in the event. Applicants who, pursuant to Article 12, have been temporarily barred from participating in events organised by the City of Antwerp following a negative evaluation, regardless of whether the event in question was specified, are also excluded.

Regulations for stalls at events organised by the City of Antwerp from 09-03-2026.



5° Conditions of participation

The College shall be entitled to stipulate additional conditions of participation for each product category, such as the sale price of the product on offer, in so far as these conditions of participation are conducive to the selection of more suitable prospective market vendors for a stall in the product category concerned and at the specific event site concerned. A prospective market vendor that does not satisfy those conditions of participation shall be excluded from taking part in the organised bidding and/or shall not be retained during the criteria-based evaluation.

6° Accommodation

For each event, the College shall determine the accommodation that the market vendor will or will not be allocated. The City shall provide all necessary accommodation unless otherwise determined by the College.

Article 6: Allocation procedure

Article 6.1. Registration

1° Registration period

The College of Mayor and Aldermen shall determine the registration period for the stalls at each event.

2° Registration form

To be eligible for a stall during the organisation of an in-house event, prospective market vendors must register using the electronic registration form on the website of the City of Antwerp. On submitting the registration form, the prospective market vendor declares its agreement with the provisions of these Regulations and declares on its honour that it will fulfil the valid higher legislation for the entire duration of the event.

3° Reception

The application shall be deemed eligible if all details have been filled in correctly and completely and the registration form is accompanied by the mandatory attachments. Once the application is complete, the applicant shall receive confirmation of receipt by e-mail.

If the registration is incomplete, the City shall notify the prospective market vendor and the latter shall have seven calendar days to complete the application, unless it registers less than seven calendar days before the end of the registration period. In such cases, the prospective market vendor shall only have until the end of the registration period to complete the application. If the missing or incorrect information is not supplied or corrected within the prescribed period, the registration shall be rejected.

Article 6.2. Allocation

The College of Mayor and Aldermen shall decide how the stalls will be allocated for each product category. This task can be performed by means of a criteria-based evaluation or by calling for an online bidding.

1° Criteria-based evaluation

Once the registration date has passed, a jury will evaluate the applications based on a number of criteria linked to a points system. That points system shall also specify the minimum score at which a prospective market vendor will, or will not, be retained. The criteria, the points system, the minimum score and the date of adjudication shall be determined by the College of Mayor and Aldermen.

In the evaluation report, all prospective market vendors shall receive a score and a justification for that score. If the categories have not been divided up into subcategories, the applicants shall be ranked according to their overall score. If a product category has been divided up into subcategories, the applicants shall first be ranked in their subcategory and then based on the overall score.

Based on the evaluation report, the College shall approve the allocation of stalls to the applicants retained and selected in accordance with the ranking, in so far as stalls are available. The College may deviate from this ranking for specific reasons, including to ensure diversity in the offerings.

2° Online bidding

Once the registration date has passed, the City shall set up a public online bidding process under the supervision of a court bailiff. The conditions applicable to this bidding procedure (subcategories, reserve prices, etc.) shall be determined by the College.

The allocation shall be made on the basis of this auction. The College shall take note thereof.

3° Stall permit

The Mayor shall grant a permit to market vendors to occupy and operate a stall for the duration of the event. The stall permit must be present on the stall at all times. Operations must be conducted from the allocated stall.

In addition to the stall permit, the market vendor shall be obliged to be in possession of the following documents at all times while the stall is in operation:

- A certificate of insurance against losses or damage caused by theft and/or vandalism (only if the City provides the market vendor with accommodation on loan);
- A certificate of Civil Liability insurance, including insurance cover for fire and explosion (when gas and/or electricity is being used);
- A permit from the FASFC (if applicable);
- A drinks licence (if applicable);
- A register of personnel: evidence that all personnel are correctly and lawfully registered (e.g. Dimona declaration, Limosa declaration)
- A test certificate for fire-fighting equipment and gas canisters/gas hose;

The conditions in the permit must be complied with, without prejudice to the obligations imposed by higher regulations and by other regulations of the City of Antwerp.

The stall permit will be issued in the name of the applicant and is strictly personal. It is prohibited to transfer the allocated stall and the corresponding permit to third parties or to grant third parties rights of any kind. The subletting of the stall is not permitted.

The stall permit shall be granted subject to full payment of the stall fee at the time determined for that purpose.

Operating a stall at an event organised by City of Antwerp without a stall permit is prohibited.

Article 6.3. Modifications

1° Modifications by the City of Antwerp

The City of Antwerp may, at any time, for reasons of public utility, public works, risk to the safety of participants and/or visitors or due to unforeseen circumstances:

- relocate or delete one or more stalls;
- close one or more parts of the event prematurely or in their entirety;
- cancel the event as a whole.

Only in the event that the stall is deleted for the entire duration of the event or if the event is cancelled in its entirety, shall the City of Antwerp reimburse the stall fee that was paid. In such cases, the market vendor shall not be entitled to any additional compensation, nor to a different location at which to operate its stall.

The City of Antwerp may exclude the market vendor from participation, in accordance with Article 5.4. All payments already made shall definitively accrue to the City of Antwerp. The City of Antwerp may decide to delete the stall or to search for a new market vendor by means of the replacement procedure or emergency procedure.

2° Cancellation by market vendor

The cancellation of a stall must be communicated to the City of Antwerp in writing. The cancellation of a stall shall only be definitive upon acknowledgement of receipt by the City of Antwerp.

If the market vendor cancels their participation more than 12 weeks in advance, the full security deposit will automatically be withheld in full. The advance paid on the stall fee will be refunded. If the stall fee was charged in one go, it will be refunded in full.

If the market vendor cancels their participation less than 12 weeks but more than 8 weeks in advance, both the security deposit and the advance payment will automatically be withheld. If the stall fee was charged in one go, only 50% will be refunded.

If the market vendor cancels its participation less than eight weeks before the start of the event, or during the event, they will forfeit the entire stall fee paid, in addition to the security deposit.

In all of the cases mentioned above, the City of Antwerp may opt to delete the stall or to search for a new market vendor by means of the replacement procedure or emergency procedure.

3° Replacement of the market vendor

The procedure to replace a market vendor can come into force if:

- The City of Antwerp may exclude the market vendor from participation, in accordance with Article 5.4 of these Regulations.
- The stall permit is withdrawn by the City of Antwerp;
- The market vendor cancels on its own initiative.

The City of Antwerp may decide to delete the stall or to allocate it to a new prospective market vendor in accordance with the replacement procedure.

The replacement procedure for criteria-based evaluation shall be governed by the evaluation report. All retained applicants that were not selected shall be eligible for consideration under the emergency procedure. The highest-ranked prospective market vendor shall have first claim on the vacant stall, in so far as it has not been allocated any other stall and in so far as the prospective market vendor is still capable of operating the stall. In the event that the highest-ranked applicant is unable or does not wish to claim the vacant stall, the next prospective market vendor in the ranking shall have its turn.

If a product category is divided into subcategories, priority will be given to a prospective market vendor within the same subcategory when filling a vacant stall. In the event that no more successful and available prospective market vendors are available in the relevant subcategory, the ranking in accordance with the overall score will then be examined so that the vacant stall can go to the highest-scoring prospective market vendor.

The college may, at any time, deviate from the above rankings for specific reasons, including to ensure diversity in the offerings.

In the event that no more retained prospective market vendors can be found by means of the replacement procedure, the City of Antwerp may either opt to delete the stall or to have recourse to the emergency procedure.

The replacement procedure for bidding shall be governed by a online bidding procedure involving sealed bids. All applicants admitted that submitted regular bids during the original bidding procedure shall be contacted once more by the court bailiff and shall be able to issue a sealed bid within a period not exceeding 72 hours, in so far as they have not been allocated a different stall at the same event in the meantime. The prospective market vendor with the highest bid shall be allocated the stall. The College shall take note thereof. In the event that the replacement procedure for bidding can no longer be used, the emergency procedure may then be employed.

4° Emergency procedure

In the event that the replacement procedure cannot be used, the Mayor may, for specific reasons, proceed to allocate a stall.

5° Modification of products offered

In the event that, due to unforeseen circumstances, a change occurs in the product range offered by the market vendor (e.g. goods ordered are not supplied), a written request to that effect must be submitted along with relevant documentary evidence. In so far as the alternative is still included within the product category of the

stall, the market vendor shall be able to retain its stall permit. The City of Antwerp shall amend the stall permit to show the modified product range.

Article 7: Obligations of the market vendor

1° Operation of the stall

The market vendor shall be obliged to operate the stall each event day and to do so in accordance with the Regulations of the City of Antwerp and all other applicable regulations.

As soon as the market vendor has not operated the stall for one full event day, this shall be considered as non-operation of the stall.

The Mayor may grant an exception to a market vendor for a reasonable and substantiated reason (e.g. long-term illness) and upon presentation of supporting documents.

2° Opening hours

The market vendor shall be obliged to strictly observe the opening times as stipulated by the College of Mayor and Aldermen. The market vendor must operate the stall from the official opening time until the official closing time of the event.

3° Identification

Any employer or employee must be able to present their identity card to the appropriate inspection authorities at all times.

4° Work permit

Anyone working on the site must be able to show that they are registered as an employer or employee. If interim workers are being used, it must also be possible for daily contracts to be presented. Foreign firms must have made the Limosa declaration and be able to present the Form A1. If the contract is concluded with a foreign contractor, the latter must comply with its legal obligations as regards the Limosa notification requirement.

5° Principle of care

The market vendor must manage the allocated accommodation with due care and diligence. No changes may be made to the accommodation. The accommodation must be returned in the same condition it was in when it was received.

Unauthorised installations or infrastructure shall be immediately demolished by the City at the expense of the market vendor.

The market vendor must take all measures to prevent damage to the public domain, greenery and street furniture.

6° Rental conditions for third parties

The market vendor is obliged to strictly observe the rental conditions of the accommodation provided. The rental conditions shall be made available to the market vendor at the time of registration. Any damage shall always be charged to the market vendor in full.

7° Offer

The products sold from the stall must correspond to the products on the stall permit and/or must correspond to the products proposed in the application file. If, following an inspection, it is found that other products are present, those products must be removed immediately. If, following an inspection, it is found that products named on the stall permit are missing, those products must be added immediately.

8° Tasters of the products on offer

In specified cases and subject to specific conditions, tasters of the products on offer will be allowed. The College shall determine the conditions, in line with the event. The market vendor or its employees may not ask for any payment whatsoever in return for those tasters.

8° Drinks permit

A market vendor wishing to sell fermented and/or strong beverages must have a drinks permit for the serving or pouring of fermented and/or strong beverages and must be able to present this when first requested.

9° Utilities

The City of Antwerp may impose restrictions on the use of certain utilities such as electricity, gas, water, internet, and sewerage. These shall be determined per event by the College and communicated in advance.

10° Loading and unloading at the event site

Loading and unloading at the event site is authorised from 7 a.m. up until half an hour before the event opens. Without prejudice to the relevant stipulations from the Police Code, loading and unloading shall be permitted up to one hour after the closure of the event.

11° Noise

The market vendor is prohibited from playing any form of electronically amplified or live music.

12° Waste

The market vendor must ensure the appropriate and correct application of the waste policy for its stall:

- The market vendor must remove all commercial waste originating from/or resulting from the operation of its stall;
- The market vendor shall also be responsible for keeping its stall and the area in front of, behind and beside its stall clean and tidy. This shall apply up to a radius of 3 metres around the stall;
- The stalls must always be arranged so that liquids do not flow onto or into the ground or into the sewers or damage the accommodation provided by the City.

The City of Antwerp may choose to set up a waste island for the market vendors. Market vendors shall follow the sorting rules for the event if separated waste streams are provided. The waste islands may not be used for the following waste fractions:

- Glass must be disposed of in the glass container in the vicinity during the permitted hours;
- Oil (and frying oil), prepared liquids, and small hazardous waste (KGA in Dutch) must be removed by the market vendor to the container park or be collected by a specialised and authorised company;
- Gas canisters must be taken by the market vendor to an authorised distributor.

If the waste containers of the waste island for the market vendors are full, the market vendor must not deposit the waste next to the container. This shall be considered as fly-tipping. The market vendor must, in that case, remove the waste itself or wait until the waste containers have been emptied by the City.

The City of Antwerp provides sufficient waste containers for visitors. Market vendors must not use these waste containers for their commercial waste.

The City of Antwerp shall ensure that the area surrounding the event remains clean and shall organise a daily collection round before opening.

13° Reusable catering materials

In accordance with the VLAREMA, it is prohibited for Flemish authorities and local governments in their own operations and at events organised by them to serve beverages in single-use containers or to sell prepared food in single-use catering material.



In accordance with the VLAREMA, when using reusable containers and reusable catering materials, with the exception of containers made of glass or porcelain, it is mandatory to provide a system that guarantees that at least 90% of these containers and these catering materials are collected for reuse.

The market vendor must comply with this Flemish legislation and organise their operations accordingly.

The City of Antwerp may choose to offer reusable catering materials on loan at certain events. In such cases, the College shall determine the specific modalities that apply in that regard.

14° Decoration and decor

The City of Antwerp shall take care of the general decor for the event. If the City provides accommodation units for market vendors, it will also be responsible for decorating the exterior of the accommodation units. The decoration and lighting applied by the City must remain visible at all times and no alterations may be made thereto. The market vendor is required to decorate the inside of the accommodation in the style of the event. All decorations must meet fire safety standards.

The market vendor is prohibited from applying commercial advertising on the outside of the accommodation provided or their own accommodation. Distributing messages of a political, religious or ideological nature in and around the stall is also prohibited.

Unauthorised decoration, communication or installations shall be removed by the City immediately at the market vendor's expense.

15° Price lists

Each market vendor is required to display price lists on the sales side of the accommodation provided or their own accommodation, without displaying any publicity. The price list must state all of the products and the corresponding price. If applicable, the deposit for reusable catering material shall be stated clearly and separately. Cross-selling practices or promotions for alcoholic beverages may not be indicated on the price lists. The price lists must be clearly legible.

Price lists that do not comply with the conditions stated above shall be removed immediately. The market vendor must immediately provide an alternative, or the City will provide an alternative at the market vendor's expense.

16° Elements set up outside the stall

The market vendor may not set up its own terrace furniture around its stall unless otherwise determined by the College in advance of an event.



The stall may not be extended. Setting up a private technical room or storage area outside the stall is not authorised. Stalls with a permit for the on-site consumption of food and/or beverages must provide a cage for the storage of gas cylinders, without obstructing the passageway.

The market vendor is expressly prohibited from placing or attaching trailers, vehicles, or any other object to the road, trees, lampposts, traffic signs and other street furniture. Installing a refrigerated truck at, behind or near the stall is not authorised either, unless otherwise determined in advance by the College of Mayor and Aldermen.

17° Staff employed by the City of Antwerp

When organising each event, the City of Antwerp shall appoint one or more (in-house or external) employees with responsibility for the overall coordination and supervision of the event. A market vendor shall not be entitled to refuse any such appointment.

Before, during and after the event concerned, that employee shall be entitled to impose specific terms and conditions of use in relation to the stall and the operation thereof. The market vendor shall be obliged to adhere strictly to those terms and conditions of use. The market vendor shall allow the City of Antwerp, its representatives and the in-house or external employees at the event concerned to access the accommodation, whether provided on loan or not, in the presence of the market vendor at any time.

Any form of aggression, whether physical or verbal, shall not be tolerated and shall be sanctioned.

Article 8: Obligations of the market vendor as regards safety

1° Safety regulations of the City of Antwerp

All safety measures for events are included in the Standard Conditions of the Antwerp Fire Brigade and the Code of Police Regulations. The market vendor is required to comply with all stated conditions applicable to the operation of their stall.

2° Safety of the food chain

Market vendors that sell food must comply with all legal requirements regarding general hygiene, infrastructure, personal hygiene and the storage temperature of food imposed by the Federal Agency for the Safety of the Food Chain (FASFC).

The authorisation of the FASFC must be submitted before the start of the event in order to operate a stall with food sales.



3° Fire safety

Adequate fire extinguishing equipment must be present at the stall in accordance with the Regulations of the Antwerp Fire Brigade. The number and type of extinguishers depend on the size and type of accommodation and the extinguishers used. Fire extinguishers must be inspected and continually present from the opening moment until the end of the event. The market vendor must arrange this themselves. This shall be verified before opening. The market vendor can only open after approval by the fire brigade of the City of Antwerp.

The market vendor may not install terrace heater(s) (gas powered), fire pits or candles in/on/outside the accommodation. If the City of Antwerp deems it desirable to provide terrace heating for visitors at a given spot, it will install it itself.

4° Gas

Gas cylinders can only be used by market vendors with a permit to sell products to be consumed on site. This information shall be requested in advance at the time of registration. The legal maximums must not be exceeded.

Only gas installations notified in advance in the registration form and listed on the stall permit shall be authorised.

5° Electricity

Each stall is supplied with electricity by the City. Energy consumption is limited per stall. The College shall determine the maximum amount per product category or subcategory. The City envisages one power limiter for each stall. This means that if the market vendor exceeds the maximum imposed consumption, the power in its stall shall be cut off. The power in the stall shall only be reactivated if one or more devices are turned off.

The lighting in the stall must be powered by electricity only. The material used inside and outside the stall must be approved in accordance with the Belgian legal standards (RGIE/AREI). Extension cables for domestic use are not authorised. The market vendor must be able to present an inspection certificate of the electrical appliances used, issued within the last five years.

- The following are not authorised:
 - Extension cables for domestic use;
 - TL lamps without a covering;
 - Damaged or unsafe equipment, such as burned-out plugs;
 - Cable reels;
 - Unearthed socket outlets or plugs;
 - The installation of private generators.

6° Ventilation of the accommodation

To prevent the accumulation of carbon monoxide (CO), the stall must be adequately ventilated at all times. During the event, CO measurements may be taken by authorised inspection bodies employed by the City. If the CO reading is high, people shall be asked to go outdoors and the fire brigade shall be called to take another reading. The fire brigade shall also search for the source of the CO. If a hazard is identified, the stall shall be closed.

7° Glass

In the context of public order and safety, the College may impose a ban on offering, serving or in any way selling drinks in glass and/or stone recipients at events organised by the City, except at the licensed terrace areas at these locations.

8° Technical and safety tour

A specific technical and safety tour of the event site shall be organised by delegates from the City prior to the opening of an event organised by the City. They shall verify that all mandatory and requested safety measures have been met, especially with regard to fire safety, gas, electricity and public order. By the time this inspection tour is carried out, the stall must be fully compliant in terms of safety, in order to be operated. All necessary permits and certificates must be present in the stall.

Interim inspections shall also be carried out at regular intervals by delegates from the City. They shall verify whether the stated requirements with regard to (fire) safety, gas and electricity are still being met. If, during the event, the market vendor is not in compliance as regards fire safety, gas and electricity, this shall be considered an immediate hazard to the safety of the event and the Mayor may decide to withdraw the stall permit.

Article 9: Obligations of the City of Antwerp

1° Organisation of the event

The City of Antwerp is the responsible organiser and shall be in charge of its own event. The City shall endeavour to create a high-quality and attractive substantive programme with accompanying communication and promotional campaigns to attract visitors. The City of Antwerp shall be responsible for public order and safety during the event. To this end, the City of Antwerp shall take the necessary preventive safety and health measures.

2° Stall

The City of Antwerp shall endeavour to offer the stall to the market vendor in the best possible location.



Article 10: Payment and security deposit

1° Stall fee

For each event, the College of Mayor and Aldermen shall determine the fixed stall fee for a stall assigned by means of criteria-based evaluation, the reserve prices in the event of an online bidding and the security deposit to be paid.

The stall fee shall always include a charge for the use of public space, the use of the location, the use of any accommodation provided and the use of utilities, waste collection and a fixed fee for the monitoring of the case file.

The standard fees for the use of public space and the use of utilities, waste collection and for borrowing city materials shall not apply.

2° security deposit

The market vendor shall be required to provide a mandatory security deposit. The security deposit shall be invoiced and is payable within 30 days of the invoice date.

The security deposit can be used by the City of Antwerp to compensate for any damage to and additional cleaning of the public space and/or the accommodation. If the security deposit is insufficient, the remaining amount shall be recovered from the market vendor.

If no damage to the public space and accommodations is identified and no additional cleaning is required, the security deposit shall be refunded in full.

3° Payment term for stall fee

For each event, and if applicable per product category, the College shall determine whether the stall fees will be invoiced in one go or in two instalments.

If invoicing is carried out in two instalments, an initial advance of 25% of the stall fee, along with the security deposit, shall be invoiced.

The payment term shall be 30 days. If an invoice is paid after the due date, interest on arrears shall be charged at the legal rate from the 1st of the month following the due date stated on the first reminder, by operation of law and without further notice. From the second reminder onwards, an administrative fee shall be charged in accordance with the fee regulations for recovery costs.



If an invoice remains unpaid, the City of Antwerp shall be entitled to exclude a market vendor from taking part. All payments already made shall definitively accrue to the City of Antwerp. The City of Antwerp may decide to delete the stall or to search for a new market vendor by means of the replacement procedure or emergency procedure.

If a market vendor is allocated a stall less than eight weeks before the event, the full stall fee, including the security deposit, must be paid immediately.

Article 11: Liability

1° Damage

The market vendor shall indemnify the City in respect of all claims by third parties directly or indirectly related to the operation of the stall granted to the market vendor.

The market vendor shall be liable at all times for any damage incurred to the part of the public domain made available to it or to the accommodation assigned to it, irrespective of whether the damage was caused by the market vendor itself or by a third party and irrespective of whether the damage was caused intentionally or not.

The market vendor shall notify the City of damage that occurs in any form and who is responsible for causing the damage.

In the event that damage is caused to the accommodation or equipment provided by the City, it shall be repaired by the City and the cost of the repairs recovered from the market vendor. In no case whatsoever shall the market vendor be permitted to repair the damage itself or to commission a third party to do the same. If that occurs, the City shall be entitled, at the market vendor's expense, to undo the repair and proceed to perform a permanent repair or commission a third party to do the same. In the event that the accommodation or equipment provided cannot be repaired, the cost of replacing them shall be recovered from the market vendor.

The City cannot, in any cases whatsoever, be held liable for damage, including but not limited to fire damage caused by the market vendor's equipment, its appointed service-providers and/or employees.

The City cannot, in any cases whatsoever, be held liable for any accidents that possibly occur while the stall is in operation. The market vendor itself shall be responsible for providing suitable First Aid materials while operating its stall.

2° Insurance

The market vendor must take out an insurance policy with an established insurance company, which must, as a minimum, provide cover for the following:

- The civil liability of the market vendor;
- All possible damage to the accommodation(s) allocated to the market vendor.

The market vendor must be able to provide the representative(s) of the City of Antwerp with a copy of the policy and proof that the premiums have been paid, at any time while the stall is in operation.

3° Theft and vandalism

Theft or vandalism shall be at the market vendor's own risk and cannot give rise to a claim for compensation from the City.

Article 12: Evaluation

After every event organised by the City, an evaluation shall be performed of the market vendor's operation of the stall and of its compliance with the terms and conditions set forth in the Regulations.

If it is found that the market vendor has failed to fulfil any provisions of these Regulations, the College may decide to bar the market vendor from taking part in the event the next time it is held; or to bar the market vendor from taking part in several events organised by the City of Antwerp during a period of one year.

Article 13: Oversight and Municipal Administrative Sanction (GAS) enforcement

Unless a law or a decree provides for other penal provisions, any GAS violation of these Regulations shall be punished, either by means of:

- an administrative fine of up to €500.00, or
- an administrative suspension or withdrawal of the stall permit issued, or
- the temporary or permanent administrative closure of the stall.

The sanctioning official shall impose the administrative fine.

The College of Mayor and Aldermen ratifies the administrative suspension or withdrawal of the issued stall permit, and/or a temporary or permanent administrative closure of the stall. The sanctions imposed by the College shall be served by the police or notified to the offender by registered mail.

In the event of non-compliance with the administrative sanction of the College, the police may, ex officio, stop the operation, clear the stall and/or seal off the stall. Non-compliance with the administrative sanction of the College shall also be punishable by one of the administrative sanctions provided for above.

Article 14: Data protection (GDPR)

If the City of Antwerp and its employees are required to process personal data in connection with these Regulations, this shall be undertaken at all times in accordance with the privacy legislation currently in force, including Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation). The data may solely be used for the purpose of providing the stalls at the respective event. The processing of the data is necessary for the purpose of performing a task in the public interest or a task in the exercise of the official authority vested in the City of Antwerp.

The City of Antwerp shall never forward or disclose your personal data to a third party without cause. The City of Antwerp shall only do that if you grant permission or if it is required to do so by law.

Your personal data shall be processed and stored for as long as is necessary for the purpose for which it was collected. During that period, your data shall be retained by the City of Antwerp.

At the end of the retention period, your personal data shall be erased by the City of Antwerp.

Further information regarding the way in which personal data are processed can be found via www.antwerpen.be. Please e-mail any questions you may have to informatieveiligheid@antwerpen.be.

Article 15: Entry into force

The amendment to these Regulations takes effect on 9 March 2026, and supersedes the previous version of these Regulations as of that date: Regulations for stalls at events organised by the City of Antwerp, version 31 March 2025 (Issue No. 251).

These Regulations shall apply to all applications submitted from 9 March 2026 onwards.

