



STALL HOLDER APPLICATION FORM

Thank you for your interest in attending our Fete as a stallholder.

Please read and complete this form, then return it to Catherine Loonstra.

All applications will be considered and notified of the outcome as soon as possible.

If successful, applicants will receive an invoice to be paid within 2 weeks of booking confirmation.

EVENT DETAILS

VENUE	Sacred Heart Primary School, 35 Wicklow Ave, Croydon
DATE	Saturday 9th November 2019
FETE TIME	10am-4pm
SET UP TIME	7.30am-9am (all stalls to be ready by 9.15am)
PACK UP	4pm – 5pm

YOUR DETAILS

Stall name	
Your business name	
Name of key contact person	
Mailing address	
Email	
Phone	
Description of goods for sale	

FEES (PLEASE COMPLETE YOUR BOOKING HERE)

AVAILABLE FOR HIRE	YOUR BOOKING
INDOOR MARKET STALL Hire Fee: \$50 (1.8m x 1.8m space only)	YES/NO:
Additional space: \$20 for an additional 1.8m	YES/NO: Space required:
Trestle table hire: \$10 per table	YES/NO: How many required:
Chairs available upon request free of charge.	YES/NO: How many required:

OUTDOOR MARKET STALL (MARQUEE'S ONLY) Hire Fee: \$30 (1 x 3x3m space only) Chairs not available.	YES/NO:
Trestle table hire: \$10 per table	YES/NO: How many required:
Marquee hire \$20	YES/NO:

TOTAL AMOUNT DUE: \$ _____

Please READ AND SIGN the following terms and conditions.

Stall Holder Terms and Conditions

STALL ALLOCATION

Stall Holders will be allocated a location for their stall by the Fete Committee. They will be notified by email of their stall position number upon allocation in September. A committee member will be onsite on Nov 9th to direct them to their stall area.

POWER

All stall sites (both indoor and outdoor) are non-powered. In some cases power can be supplied upon negotiation.

APPLICATION

Applications will only be accepted with a completed application form and a signed terms and conditions form. The Fete Committee reserves the right to reject any application. All Stall Holders must agree to abide by all Terms and conditions at all times. Failure to do so will result in a cancellation of your booking.

EQUIPMENT

All outdoor stallholders are required to supply their own equipment such as the marquee, sand bags, trestle tables and chairs.

All indoor stalls must supply their own trestle table and chairs. Chairs are available for free upon request. Trestle tables are available to hire.

PAYMENT

Full payment is required upon confirmation of your successful Stall Holder application. All payments and requests for hire are due 14 days from receiving confirmation. Non- payment by this date may result in the stall being re-allocated.

CANCELLATIONS

No refund will be issued for a Stall Holder cancellation.

ALLOCATED AREA

The Stall Holder must only trade within their allocated Area.

SET UP

All stall holders are responsible to erect their stall structures. Suitable weights are required for safety. Stall areas are available to be setup between 7.30-9am and must be ready for business at 9.15am. Stall holders must report to the Information Marquee at the Fete entrance upon arrival. Due to the school layout, it is not possible to drive cars into the stall area for stall holders to unload their equipment. Parking will be available on the drop off anchorage loop for stall holders to unload their equipment, which is right at the fete entrance.

PARKING

Once you have unloaded you will be required to remove your car from the unloading area. If your car cannot be then driven offsite (preferable) we will allocate one parking space per stall to be parked top to tail in a stall holders parking bay until 4pm. Your car will be parked in and unable to be accessed until 4pm. Upon receipt of your fee payment you will receive a parking notification to be displayed, with your payment receipt, on the dashboard of your car. The Fete Committee will direct you on the day to the stall holder parking area.

WASTE MANAGEMENT/STALL CLEAN UP

It is the stall holder's responsibility to remove all waste/rubbish upon completion of the event. Stall areas must be left neat and tidy and appropriate care must be taken at all times to prevent damage.

PACK UP

No Pack up is to commence prior to 4pm.

ACCEPTANCE OF TERMS AND CONDITIONS

Please tick - I agree to the above terms and conditions of this application.

Name: _____

Signature: _____

Date: _____

RETURN THIS COMPLETED FORM TO:

CONTACT	Catherine Loonstra – Stalls Coordinator
EMAIL	Catherine.loonstra@gmail.com
PHONE	0414 790 932
MAILING ADDRESS	PO Box 149, Croydon, VIC 3136
STREET ADDRESS	Sacred Heart Primary School, 35 Wicklow Ave, Croydon, VIC 3136

Thank you for your application.