

Stall Holder Handbook & Terms and Conditions for Hidden Treasures Community Market



Location- 20 Lithgow Street
Abbotsford (Main Entrance)



Date: Sunday 28 February 2021
Time of market: 10am-2pm



Stall Holder Move-In:
28 February 2021
Time: 7.30am-9.45am



Stall Holder Move-Out:
28 February 2021
Time: 2pm-3.30pm

Access for unloading and loading will have 2 different locations on Albert St Abbotsford. You will be informed of your zone entrance 1 week prior to the market.

Stall Holder Contact:

Lisa Muston

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Santha King

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Car Parking

There is free parking in the area but please acknowledge any parking restrictions. Parking is at your own risk and any fines incurred are your own responsibility.

Please note this is a maker's and a pre-loved goods market. Stalls that sell food must be pre-packaged food e.g. Jams.

No food preparation stalls will be allowed as the school has arranged food trucks, coffee stalls and a BBQ.

Stall cost is \$30 and is payable by credit card via Try Bookings. When booking, the Terms and Condition should be fully understood before proceeding, agreement to the terms and conditions is a part of the booking process. Please note Payments are **not refundable**. Please check the date carefully before making payment.

The stall space & set up

The stall cost includes the space only and stall holders are permitted to bring their own tables, clothes racks, display cases, tablecloth, carry bags for customers and marquees and weights (it is not possible to peg marquees on the hard stand) ***If you are bringing your own marquee a larger space will be allocated to accommodate a 3X3metre marquee size.***

All tables, racks, displays, storage boxes, stock, merchandise, signage, and any other items must be set up and remain within the designated stall boundaries as marked.

Stallholders must not interfere with other stallholders' space or the organiser's areas.

Stallholders must ensure that their activities do not endanger the safety or security of any other stallholders or visitors at the market.

The market is an all-weather event and will not be cancelled unless authorities consider that the day has catastrophic weather conditions, and it can't proceed. The organisers will endeavour to offer full refunds if this were to happen. Stall holders are advised to bring their own protection against the elements.

Collecting Payments

It is the responsibility of the Stallholder to collect all payments for their goods sold either cash or electronically. We suggested bringing along a cash float of change for the day.

Stall Information

Stall size is 3 metres X 2.5 metres at a cost of \$30 per stall.

You are welcome to purchase multiple stalls and we will allocate them together.

Stalls will be assigned at the discretion of the organiser, giving preference to the following (in order):

1. Multiple stalls purchased
2. Earliest date of registration and payment

Stallholder Move-In

On arrival, please check in with staff when you arrive at the school. More details will be supplied on arrival and site details closer to market weekend.

Supervising your stall

The School will not be held liable for loss, theft or damage to your stock on the day. You are responsible for supervising your stand at all times. Ideally, have someone accompany you.

Product Safety

Stallholders must ensure that their products meet all required health and safety standards.

Parking

There is free parking in the area but please acknowledge any parking restrictions. Parking is at your own risk and any fines incurred are your own responsibility.

End of day

Packing up must begin no earlier than 2:00pm and be complete by 3:30pm. **Please put your rubbish in the bins provided and take everything with you. Please leave your stall area as you found it.** If you have unsold items you would like to donate there is a Salvation Army located close to the school at 81 Victoria Cres, Abbotsford who may accept your items.

Cancellations

There are no refunds for cancellations by the stallholder for change of mind. In unforeseen circumstance the Event Contact can be contacted to discuss further. ***If due to the Covid-19 State restrictions the market needs to be cancelled the organiser will refund the purchase of stall cost.***

Covid Safe

The market has a Covid-Safe plan in place. Stallholders will be required to manage their own stall space in a safe way, this includes social distancing, hand sanitizer and wiping any high touch surfaces. If due to the Covid-19 State restrictions the market needs to be cancelled the organiser will refund the purchase of stall cost.

Conduct

Stallholders are expected to conduct themselves in a professional manner towards customers, organisers, site staff and follow directions by any crew. There is no smoking on the School site.

Marketing and Publicity

Upon purchasing a stall at The Market, you agree that all images can be used by us at completion of the event. Stallholders are encouraged to promote the Market in social media prior to the Market.

Liability and insurance

The Department of Education and Training holds public liability insurance which covers school fundraising activities. This means that you will not require your own public liability insurance, if you require further details on the policy such as the excess etc please contact the organisers. The School will not be held liable for loss, theft or damage to your stock on the day.

The School reserves the right to cancel a stall at their discretion.