

Arts & Crafters Market

27th April 2019

10am to 3pm

Affordable prices: ...
\$20 outside - one table
\$25 inside space & aircon
\$30 a 3x3 tent - 4 tables

**Applications are Open
NOW...**

Applications close

Monday 15th April 2019, 5 pm

First in first booked

Terms and Conditions

Applications close on Friday 15th April, 5 pm (first in and paid, first booked)

Payment should accompany this Application and can be made by:

Bank Transfer - BOQ BSB 124001 A/C 10616146 Reference: your Name and A&CM

Cheque mailed to P O Box 2081 North Redcliffe, QLD 4020 made payable to Moreton Bay Arts Council Inc.

Cancellation: Booking fees are not refundable if the stall holder cancels after 15th April 2019. If the event is cancelled by the organisers, stallholders will receive a refund.

Site Fees

Inside location: \$25 - allocated space, BYO trestle table, stand & chair + **own insurance**

Outside location: \$20 -BYO only one trestle table & chair + **own insurance** (own umbrella optional)

Tent location: \$30 -BYO tent 3 x 3m up to 3 trestle & chair + **own insurance**

Public Liability Insurance

Own cover - send your current copy with the application.

MBAC One Day temporary member cover - \$5 per person (as per terms and conditions).

Contacts:

Postal address: P O Box 2081, North Redcliffe QLD 4020

Email: janice.charlish@live.com - attention: A & C market

Stallholders' Requirements and responsibilities:

Stallholder to supply:

1. Own table or tent, chair (umbrella optional)
2. Public Liability Insurance cover:
Stallholders must have Public Liability Insurance Cover for themselves and every person assisting on the day.
* No Insurance fee required for MBAC Financial Members - you are already covered.
* Own PL Insurance please attach a copy of your current certificate to this application.
* Need insurance coverage: supplied by MBAC, Temporary (one day) Member PL Insurance - \$5 per person, for all participants and those assisting, who are not already covered.
3. Products for sale must be:
Handmade - crafted by the stall holder(s) only.
Clearly priced - keep prices reasonable as no commission is taken.
Remember to bring – receipt book – float if necessary, own card reader.

Moreton Bay Arts Council will supply or provide:

1. Venue booked - Grounds and facilities at the Old Redcliffe Fire Station, 395 Oxley Ave, Redcliffe.
2. Opportunity - to Show and Sell your handmade products in a safe friendly location.
3. Advertising - Weekend Notes, local papers, Radio 99.7, MBRC Arts Mail Events
4. Listings on:
 - Moreton Bay Arts Council - newsletter/website/Facebook + 500 flyers
 - Redcliffe Art Society - newsletter/Facebook
 - Redcliffe Pottery Group - Facebook
5. Public Liability Insurance Cover as mentioned above.
6. Stallholders will be allocated their booked space on the market day.

Application for space at the “Arts & Crafters” Market on Saturday 27th April 2019

At Old Fire Station, 395 Oxley Ave, Redcliffe.

Applicant Information	
Name:	
Street Address	
Suburb - Post Code	
Phone/Mobile Number	
e-mail address	
Payment (please circle)	Bank Transfer \$..... Cheque enclosed: \$.....
Handmade by stallholders products for sale - List some examples	

Site requested (Please insert details of your requirements)

Description	Total Cost
Inside site – \$25. Allocated space for BYO + insurance	
Outside site – \$20. BYO one trestle table and chair + insurance	
Tent site - \$30. BYO 3mX3m tent up to 3 trestle tables, tables, chair + own insurance	
*MBAC Temporary Day Cover of PL Insurance for ___persons at \$5 ea.	
TOTAL COST	

***Public Liability (PL) Insurance:**

Tick Relevant	Insurance Requirement
	As a financial Member of MBAC I am covered under MBAC Public Liability Insurance
	I have my own PL insurance and a copy of my insurance certificate is attached
	I require PL insurance from (10 am - 3pm) at \$5 per person for _____person(s) as listed below:

Name (printed) for insurance	Signature:
1	
2	

I have read and understood the terms and conditions as set out in this application and I agree that Moreton Bay Arts Council takes no responsibility for any lost or damaged goods or personal belongings at the “ Arts & Crafters Market “ between 10 am - 3pm

Stall holder signature.....Date.....

Please return pages 1 and 2 with your payment to Moreton Bay Arts Council. Keep page 3 for your own reference.

Applicant's Checklist - Please keep this page for your information and reference.

1. Bookings are on 'First come and pay First in' basis.
2. Application Form mailed and received or emailed – by closing date 15th April 5 pm.
3. Payment to accompany application to confirm the booking.

Payment to: Moreton Bay Arts Council Inc

- Bank Transfer - BOQ BSB 124001 A/C 10616146 Reference: Your Name, A& CM
 - Cheque mailed to P O Box 2081 North Redcliffe, QLD 4020
4. Insurance Certificate attached if applicable.
 5. MBAC temporary PL insurance cover - if required for additional persons assisting on the day.
 6. Stall requirements: Shop ready by 9.30am - trestle table, chair, tent, product etc.

Event Details:

Art & Crafters Market

Saturday 27 April 2019

10 am - 3pm

Entry Free

Old Fire Station

395 Oxley Avenue, Redcliffe 4020

Stallholders Program on the Day:

Site setup from 8.00 - 9.30 am

- On Arrival (please **not before 8 am this is a residential area**) **report to the coordinator:**
First check your site location, off-load your stall items and set up (ask for help if needed)
- **Participants and helpers: after you have set up, please remove your car from the back Mary street carpark. Please leave this car park free** for our visitors and customers.
- **I will check with the Seniors Citizen's group about using their carpark next door for Participants' vehicles (sorry about the confusion last market) TBA**

10.00 am **MARKETS OPEN, please ensure you are ready to welcome customers.**

3.00 pm Advertised closing time of markets.

3.00 - 4.00 pm Pack up and clean up (**not before 3 pm** please). Venue needs to be empty by 4.00 pm.

Thank you,
Janice Charlish