
7th Handmade Meets the Arts Market Sat 28 April 2018

Terms and Conditions

Applications close on Mon, 26th March, 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 HMTA

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 stallholder cancels after 19th March 2018. If the event is cancelled by the organisers, stallholders will receive a refund .

Site Fees

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

Outside location- \$15 -BYO trestle table & chair- + **own insurance** (own umbrella optional)

Tent location - \$30 -BYO tent 3 x 3m 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: mbac0395@gmail.com - attention: Secretary

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 covered.
3. Products for sale must be:
Handmade - crafted by the stallholder(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 - 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
 - Handmade Redcliffe - website/Facebook + 500 flyers
 - 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 7th Handmade Meets the Arts Markets on Saturday 28th April 2018

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 – \$15. BYO one trestle table and chair + insurance	
Tent site - \$30. BYO 3mX3m tent + 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 Handmade Meets the Arts Markets on Saturday 28th April between 10 am - 3pm

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

Applicants Checklist - Please keep for reference

1. Bookings are on 'First come First in' basis.
2. Application Form mailed or emailed – by closing date Mon 26th March by 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 HMTA
 - 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:**7th Handmade Meets the Arts Markets**

Saturday 28th April 2018

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**) off-load your stall items and report to the Coordinator to find your allocated space.
- **Participants and helpers park in the Senior Citizens car park** next door on Oxley Ave, for the day (we have permission).
- **Please leave the side streets and Mary Street car park free** for our visitors and customers.

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.