

Arts & Crafters

Market

30th November 2019

9am to 2pm

(New hours for Xmas Markets)

Affordable prices: ...

\$20 outside - one table

\$25 inside space & aircon

\$30 a 3x3 tent - 4 tables

**Applications are
Open NOW...**

Applications close

Monday 18th November 5 pm

First in first booked

Terms and Conditions

Applications close on Monday 18th November, 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 18th November 2019. If the event is cancelled by the organisers, stallholders will receive a refund.

Site Fees

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

Outside table 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, and 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 campaign + 500 flyers
 - Redcliffe Art Society - newsletter/Facebook
 - Redcliffe Pottery Group - Newsletter/Facebook
5. Public Liability Insurance Cover as mentioned above.
6. All outside Stallholders will be allocated their booked space on the market day.

Application for space at the “Arts & Crafters” Market on Saturday 30th November 2019

At Old Fire Station, 395 Oxley Ave, Redcliffe.

Applicant Information	
Name:	
Street Address	
Suburb - Post Code	
Phone/Mobile Number	
e-mail – facebook 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 table site – \$25. Allocated space for BYO table + insurance. (very Limited spaces)	
Outside table site – \$20. BYO one trestle table and chair + insurance	
Tent site - \$30. BYO 3mX3m tent, up to 3 trestle 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 MBAC Temporary Day Cover 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 on 30th November 2019.

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 18th November, 5 pm.
3. Payment to accompany application to confirm the booking.

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 8.30am - trestle table, chair, tent, product etc.

Event Details:

Art & Crafters Market

Saturday 30th November 2019

9 am - 2pm

Entry Free

Old Fire Station

395 Oxley Avenue, Redcliffe 4020

Stallholders Program on the Day:

Site setup from 7.00 - 8.00 am

- On Arrival from 7 am **report to the coordinator: Please 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 Mary street carpark. Please leave this car park free** for our visitors and customers.
- **Participants have permission to park in the Seniors Citizen's car park next door on Oxley Avenue.**

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

2.00 pm DO NOT PACK EARLY..... Advertised closing time of markets is 2pm

2.00 - 3.00 pm Pack up and clean up (**not before 2 pm** please).

Venue needs to be empty by 3.00 pm.

Thank you,
Janice Charlish