

Arts & Crafters Market

Sat. 28th March 2020

10 am to 2pm

Entry Free

395 Oxley Ave, Redcliffe 4020

**Applications are
NOW OPEN and
close at 5pm on
21st March 2020**

Unless booked out before this
date....

Affordable prices: ... \$20 outside - one table \$25 inside table - limited \$30 a 3x3 tent - 3 tables

Terms and Conditions

Applications are NOW OPEN and close on Saturday 21st March 5 pm (unless booked out before hand)

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 21st March 2020.

If the event is **cancelled by the organiser – Moreton Bay Arts Council, stallholders will receive a refund.**

Site Fees: affordable

Inside table location: \$25 – Limited spaces (waiting list actioned if any cancellations) Allocated space, BYO trestle Table, & chair + **own insurance**

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

Tent 3x3 location: \$30 -BYO tent 3 x 3m (**no pegs or spikes - weights only**)
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: for market information

Email: mbac0395@gmail.com : **Reference: A&CM** (Beverley Currie Market Coordinator will respond)

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

Stallholders' Requirements and responsibilities:

Stallholder to supply:

1. Own table or tent, & chair (bring your own umbrella with base for shade - optional)
2. Public Liability Insurance cover:
All stallholders must have Public Liability Insurance Cover for themselves and every person assisting
* 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: Temporary MBAC (one day) Member PL Insurance – \$5 per person
3. Products for sale must be:
Handmade - crafted by the stall holder(s) only.
Clearly priced - keep prices reasonable as no commission is taken.
4. 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 Av. 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, MBRIT stream,
4. Listings on: Moreton Bay Arts Council - newsletter/website/Facebook campaign + 500 flyer
Redcliffe Art Society – newsletter / Facebook, Redcliffe Pottery Group – Newsletter/Facebook
5. Public Liability Insurance Cover as mentioned above.
6. All tent Stallholders will be allocated their booked site on market day.

Application for space at the "Arts & Crafters" Market on Saturday 28th March 2020

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 - if available (Please insert details of your requirements)

Description	Total Cost
Inside table site – \$25. Allocated space for BYO table + insurance (limited space waiting list)	
Outside table site – \$20. BYO one trestle table and chair + insurance	
Tent 3x3 site - \$30. BYO tent up to 3 trestle tables, chair + own insurance	
*MBAC PL Insurance Temporary Day Cover 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 (9 am 3pm on site only) at \$5 per person for _____person(s) as listed below:

Name (printed) for insurance	Signature:
1	
2	
3	

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 28th March 2020

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

Please return pages 1 and 2 with your payment to Moreton Bay Arts Council.

Please keep this page 3 of 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 21st March 2020 at 5 pm.
3. Payment to accompany your application - this will confirm your 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 - trestle table, chair, tent, product etc....**Must be Set up & Shop ready By 9.30am we are 'open to the public 10am '**

Event Details: Entry Free

Art & Crafters Market Saturday 28th March 2020 - 10 am - 2pm

Old Fire Station, 395 Oxley Avenue, Redcliffe 4020

Stallholders Program on Market Day:

Set up times

Tents 3x3 only 7.00 - 8.00

Outside tables only 8.00 – 9.00

Inside tables 8.45 – 9.45

On Arrival - check in with **the coordinator and confirm your site location,**

Off-load your stall items and set up (ask for help if needed)

After set up, Please remove your car to Seniors Citizen's carpark next door 410 Oxley Ave

Please leave the Mary street car park free for our visitors and customers.

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

Closing down

Between 2.00 - 3.00 pm pack up and clean up

(Please don't pack up before 2 pm or you will not be invited back).

Venue needs to be empty by 3.30pm

Thank you,

Beverley Currie

Arts & Crafters market Coordinator

Email: mbac0395@gmail.com Beverley Currie Market Coordinator

Moreton Bay Arts Council Inc.