

## **XMAS Arts & Crafters Market**

**Sat, 25<sup>th</sup> November 2023**

(We start earlier for xmas market )

**9am-2pm**

395 Oxley Ave, Redcliffe 4020

**APPLICATIONS OPEN**

**CLOSING DATE:**

**Tues 14<sup>th</sup> November**

**Unless booked out before**

**Places are limited.**

**Affordable prices:**

\$20 - outside - one table space

\$30 - BYO 3x3 tent - 3 x tables

\$25 - inside table - one table space

### **Terms and Conditions**

**Applications are NOW OPEN & close on Tuesday 14th November 2023 at 5 pm (unless booked out before hand)**

**Payment** should accompany this Application and can be made by:

Bank Transfer – Bendigo Community Bank Margate It is BSB 633 000 Acct 196 515 639 Reference: **your Name and A&CM**

Cheque mailed to PO 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 Tuesday 14th by 5pm Nov. 2023.** ONLY If the event is **cancelled by the organizers, stallholders will receive a refund.**

### **Site Fees:**

**Outside table:** \$20 - BYO only one trestle table & chair + **own insurance**

**Tent 3x3** : \$30 - BYO tent 3 x 3m tables and chair (**no pegs or spikes - weights only**) + **own insurance**

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

### **Public Liability Insurance**

Own cover - send your current copy with the application.

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

### **Contacts:** for market information

Email: **A&CM mbac0395@gmail.com** Market Coordinator Mobile: 0417 714 351

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

**Stallholders' your duty of care** Health advice by Queensland Health Department  
**Preventing the spread of Covid** - Do not attend the market if you are unwell.

### **Stallholder to supply:**

1. Own table or tent, & chair
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) clearly priced - keep prices reasonable as no commission is taken.
4. Market participants: **Please provide Business Facebook link /Instagram/ blog/ Website** on the application Form if possible. Arts & Crafters will be made co-hosts with MBAC Facebook Page for the event.
5. Consider using your own card reader or ...Remember to bring - receipt book – float if necessary

**Moreton Bay Arts Council will supply or provide:**

1. **Venue:** Grounds and facilities at the Old Redcliffe Fire Station, 395 Oxley Av. Redcliffe.  
The private car park and Mary Street are to be made available for customers.
2. Disability and all amenities are located through the main door entrance in the Old Redcliffe Fire Station plus, lots of seating available under tents , private carpark for disabled and customers,
3. All day music / Art demonstrations all day
4. **Opportunity:** to Show and Sell your handmade products in a safe friendly location (no commission)
5. **Advertising:** Redcliffe Guide, Weekend Notes , The Times community Magazine, Moreton Daily Arts Mail Event and 997 local Radio also MBAC Facebook campaign
6. **Listings on:** Moreton Bay Arts Council : newsletter/website/Facebook campaign + 500 flyer  
Redcliffe Art Society: newsletter / Facebook, Redcliffe Pottery Group: Newsletter/Facebook.
7. **Public Liability Insurance** Cover as mentioned above.
8. Stallholders will be allocated their site on market day.



**Please Fill in - sign and return this page only**

<b>Applicant Information</b>	
Name:	
Street Address	
Suburb - Post Code	
Phone/Mobile Number	
Your e-mail address	
Your Face-book/Blog/Instagram/Web Page links	
Payment (please circle)	Bank Transfer \$..... Cheque enclosed: \$.....
Products for sale – list any new products	Must be hand made

**Below Site requested - subject to availability at time of booking** (Please insert details of your requirements)

Description	Total Cost
<b>Outside table site:</b> \$20. BYO one trestle table and chair + insurance	
<b>Tent 3x3 site</b> : \$30. BYO tent up to 3 trestle tables, chair + own insurance	
<b>Inside table site</b> : \$25. BYO table + insurance (limited space waiting list) <b>Air Con room</b>	
<b>*MBAC PL Insurance</b> Temporary Day Cover for ___persons at \$5 ea.	
<b>TOTAL COST</b>	

**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 ( <b>7am 3pm on site only</b> ) at \$5 per person for _____person(s) as listed below:

- Bookings will only be confirmed when payment is received.**
- Application Form mailed and received or emailed – by closing date Tuesday 14<sup>th</sup> November 2023 at 5 pm.
- Payment to accompany your application will confirm your booking. **Payment to:** Moreton Bay Arts Council Inc. Bank Transfer - It is Bendigo Bank BSB 633 000 Acct 196 515 639

Reference: **Your Name, A&CM**

- Cheque **made out to Moreton Bay Arts Council**, mailed to P O Box 2081 North Redcliffe, QLD 4020
- Insurance Certificate attached if applicable.
- MBAC temporary PL insurance cover - if required for additional persons assisting on the day.
- Stall requirements - trestle table, chair, tent, product etc....**PLEASE be set up & Shop ready By 8.30am. We are 'open to the public' at 9 am (but the public always come early).**
- Health advice by Queensland Health Department , do not attend if you are unwell.

**Art & Crafters Market Saturday 25th November 2023 - 9 am - 2pm**  
Old Fire Station, 395 Oxley Avenue, Redcliffe 4020

## **Stallholders Program on Market Day:**

Market opens to the public 9.00 am – 2.00 pm.

### **Set up times:**

**Tents 3x3 only 7.00 am**

**Outside tables only 7.30 am**

**Inside tables 8.00 am**

**On Arrival** – check in with **the coordinator** and **confirm your site location**,  
Off-load your stall items and set up

**After set up, (stallholders and helpers) please move your car to further away streets**  
**Please leave the Mary Street car park free and street side parking** for our visitors and customers.

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

**Closing:** 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.

Arts & Crafters Market Coordinator  
Email: [mbac0395@gmail.com](mailto:mbac0395@gmail.com)  
Mobile: 0417 714 351

