

Bethania Lutheran School

Country Fair Stall Holder Application Form

19 May 2018

1:00 - 6:30pm

Application Guidelines, Terms & Conditions can be found below. By submitting this application, you acknowledge that you have read, understood and accepted the terms and conditions of holding at stall at the Bethania Lutheran School Country Fair 2018.

* Required

Company Name*: _____

ABN: _____

Contact Person*: _____

Phone Number*: _____

Address: _____

Email Address*: _____

Website: _____

Facebook Page: _____

Other Online Links: _____

Type of Stall:

What category of products will you be selling on your stall? *

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Food | <input type="checkbox"/> Candles |
| <input type="checkbox"/> Arts/Crafts (locally handmade) | <input type="checkbox"/> Homewares |
| <input type="checkbox"/> Arts/Crafts (Imported) | <input type="checkbox"/> Books |
| <input type="checkbox"/> Tools/Hardware | <input type="checkbox"/> Cosmetics |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Party Plan |
| <input type="checkbox"/> Toys | <input type="checkbox"/> Other: |

Please provide a detailed description of the products/goods/services you would like to sell on your stall.*

Stall Selection:

Please note all stalls are outside and your own marquee, weights (10kg weights each leg), tables, chairs, etc. must be provided. Please note there is no access to power. *

- ☐ 3m x 3m Market Stall (\$55 inc GST)
- ☐ 3m x 3m Food Stall (\$88 inc GST)
- ☐ 3m x 3m Community Group (fee on application)
- ☐ Other - Please specify: _____

Public Liability Insurance Details

You are required to hold your own Public Liability cover for your stall. A copy of Certificate of Currency will be required upon approval of your application. A minimum of \$10 000 000 cover is required.

Name of Insurer*: _____

Certificate of Currency Issue date*: _____

Amount Covered*: _____

Guidelines, Terms & Conditions

Bethania Lutheran School Country Fair will operate from 1:00pm – 6:30pm on Saturday 19 May 2018 on the school grounds at 66 Glastonbury Dr, Bethania. Entry to the site will be from Church Road.

STALL FEES:

3m x 3m Market Stall - \$55.00 incl GST

3m x 3m Food Stall - \$88.00 incl GST

3m x 3m Community Group - fee on application

Larger stall sizes may be negotiable.

All marquees, weights, tables, chairs and other equipment must be supplied by stall holder. Please note there is limited access to power. Please contact coordinators to discuss any power requirements.

REGISTRATION:

Applications should be submitted in writing to the coordinator on the attached form. Closing date for stall applications is COB Monday **29 March 2018**. Please mark "Attention Kelly Layet"

Successful applicants will be notified by Friday **16 April 2018**.

All payments & Certificate of Currency for public liability insurance are required by Monday **20 April 2018**.

PAYMENT:

Payment details will be forwarded once your application has been accepted. Any payment queries should be directed to the Bethania Lutheran School Assistant Business Manager Shanel Edwards.

PUBLIC LIABILITY INSURANCE & PERMITS:

All stalls MUST have Public Liability Insurance to operate their stall, with a minimum of \$10 million cover. A copy of Certificate of Currency must be submitted with your application by Monday **16 April 2018**

Food Stalls will need to provide a copy of relevant Council permits with your application by Monday **29 March 2018**

WHAT WE PROVIDE:

Stall Holders will receive a 3m x 3m stall site (unless otherwise negotiated). These may be in the undercover area or on an open grassed area.

Displays, signs etc **MUST REMAIN** within the stall area to keep pathways clear.

Prior to the event, we will provide a map outlining check in area, entry points to school and location of your stall. Programs will be available on the day.

WHAT STALL HOLDERS MUST SUPPLY ON THE DAY:

Any items or equipment required for operation of your stall must be supplied.

Any marquees require a 10kg sandbag/weight for EACH leg of your marquee

SET UP

Access for set will be from 10:00am. If you require an earlier set up please contact the coordinator. Access will not be granted earlier than 10am unless arranged prior.

All stalls must be set up by 12:30pm with vehicles removed from site.

Please report to the Check-in area upon arrival (will be shown on your map).

Early pack down is not permitted. Vehicles will not be permitted access between 12:30pm and 7:00pm.

Stall holders are responsible for leaving your area clear of any rubbish.

ADDITIONAL INFORMATION

We cannot control the unforeseen circumstances. We are hoping that set up and pack down are handled and run smoothly, however, sometimes there are unforeseen circumstances that do happen. We ask for your patience and understanding while we check you all in.

Fees are non-refundable. We cannot control the weather. We also cannot control the numbers of patrons/customers attending and how much they choose to spend.

We are a smoke-free market, it's against the law to smoke on school grounds. Please be sure to leave the premises and ensure you are a minimum of 4m away from any school boundary if you wish to smoke.

No second hand goods are to be offered for sale. We are trying to promote quality local businesses.

Raffle tickets are not allowed to be sold by individual stall holders. No-cost stall raffles to help you build your customer databases are permitted. (eg. free giveaway raffles for email address', facebook likes, etc.)

Bethania Lutheran School takes no responsibility for lost, stolen or damaged goods in the stall holder's possession. We are not responsible for any allergic reactions that may occur from purchases made from stalls by customers.

If you require further information, please contact Kelly Layet on 0408 634 505 or klayet@bethania.qld.edu.au



**Bethania
Lutheran School**