



Sunday 10 November: 8am – 1pm

## Maffra Memorial Hall

All enquiries to:

**Boisdale Consolidated School, 69 Newry Road Boisdale VIC 3860**

**Phone: (03) 5145 4391 during school hours**

**Email: [mmmbcs@outlook.com](mailto:mmmbcs@outlook.com)**

**Facebook/Instagram page: Maffra Makers Market**

## 2019 Stallholder Expression of Interest (EOI) Form

As we are a Makers Market, preference is given to stallholders who fit into the classification of a maker, artist, baker, grower, farmer or producer. Stallholders are determined and accepted at the discretion of the committee. **Please read all terms and conditions on back of form.** NB. Site size is approx. 2.5M x 2.5M, or slightly smaller.

### Details:

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Business Name:

Contact person:

Mailing Address:

Mobile No:

Email Address:

### Promotional Advertising:

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Are you on: Facebook:  YES  NO Instagram: YES  NO

Facebook/Instagram Name:

Do you agree for us to use your Facebook/Instagram for promotional purposes? YES  NO

Type of Product: Clothing, Craft, Food, Etc

Type of Maker: Please check the box which is appropriate to you.

Maker  Artist  Baker  Grower  Farmer  Producer  Other

**Please provide a detailed description of your product/stall which will be used in stall selection and advertising:**

## TERMS AND CONDITIONS – Please complete the stall holder declaration.

This is an Indoor event with all stalls located within the Memorial Hall building. Stalls will be allocated in the main hall, foyer and supper room. No guarantees will be given on stall location and stall allocation is at the discretion of the committee. The one fee applies to all stall locations.

### Makers Market

As we are a Makers Market, preference is given to stallholders who fit into the classification of a maker, artist, baker, grower, farmer or producer. Stallholders are determined and accepted at the discretion of the committee.

### Set up times

Stallholders to present themselves to organisers upon arrival. Doors to open on Sunday morning to stallholders from 6am to 8am. All stall items and goods are to be inside the hall by 8am and stalls set up and ready to go by 8am. Doors will open to the Public from 8am to 1pm.

### Pack up

Stall pack up is between 1pm and 2pm. To avoid disruptions no stallholders will be allowed to remove their stall items prior to the closing time of 1pm.

### Stall Site Information

- Stall site size is approx. **2.5m x 2.5m** and located within the main hall and supper room. Foyer stalls are approx. **2m x 2m**. Special requests will be considered but not guaranteed. Powered sites are very limited.
- Each stall site contains a trestle table (either 2m long or 1.8m long) and two chairs.
- Stallholders may bring their own tables/chairs/stands etc. No pinning/taping onto walls is allowed. Blu-tac is permitted.

### Parking

Parking is available in Queen Street. Please ensure your vehicle is parked in Queen Street from 8am onwards to ensure parking is available to the public.

### Rubbish Removal

All rubbish from your site must be taken with you on the day.

### Public Liability Insurance

Stallholders must have their own Public Liability Insurance and a current copy provided. Eg, My Market Insurance offers day cover insurance - [www.mymarketinsurance.com.au](http://www.mymarketinsurance.com.au)

### Fee and Payment

Stall Site fee is **\$50 per site**. Fee must be paid within 14 days of receiving your invoice to secure your stall site. No refunds for non-attendance or cancellation. **Direct bank transfer is the preferred method of payment**. Other payment options by arrangement.

### Timeframes

- **EOI forms must be received prior to 30 June 2019** to be considered for this year's market (2019).
- Offers to stallholders will be emailed from 15 July 2019 with an invoice for the stall fee of \$50.
- **Invoices must be paid within 14 days** of the invoice date to secure a stall.
- Any invoices outstanding after this time will be cancelled, and the offer for a stall forfeited.
- Any stalls that have not been paid for within 14 days will be allocated to the next in line on the waiting list.

### Food vendors

The Boisdale School community will be providing a range of choices for breakfast, morning tea and brunch. Other food vendors will require relevant **Food Act** registration and **must** lodge a **Statement of Trade** through **Stretrader** for the event. The **Stretrader confirmation must be provided** should you be accepted as a stallholder. Any Food Act queries should be directed to Wellington Shire Council.

### Stallholder Declaration:

I,

accept the above mentioned terms and conditions and agree to abide by them. I agree to provide any feedback to the committee via email to [mmmbcs@outlook.com](mailto:mmmbcs@outlook.com). I understand that I may be refused a stall or future stall, should I provide false information or disrupt the proceedings of the market. I accept that the committee's decision is final and that no further discussion will be entered into.