**Wollombi Easter Market, Monday 22nd April 2019
*Hosted by Wollombi School Community Education Trust (WSCET)***

March 2019.

# Dear Stall Holder

We invite you to forward an application to be involved with the Wollombi Easter Market. By having a stall you will be able to reach a wide section of the Hunter community in a fun family setting.

The market attracts over 180 stallholders and hundreds of visitors. It has a long-standing existence and continues to grow each year.

The Easter Market will be held on the **Easter Monday 22nd April 2019.**

Please find attached a copy of our application and the terms and conditions for your information. **PLEASE NOTE CHANGE OF CONTACT DETAILS FOR BOOKINGS**

Stall numbers are limited and it is advisable to secure your site early to avoid disappointment. Due to the popularity of our market, stall bookings will not be held without confirmed payment. Your requested site, or an alternative will be confirmed for you once we receive your application, which must include a signed copy of the **Release & Indemnity** **Form** and ***full payment*.** Food stallholders will need to contact us prior to applying.

Please note:

* No one will be allowed to set up unless they have prepaid their fees, as sites will have been pre-allocated and there will be no stall fees collected on the day.
* NO STALLS will be allowed to set up outside the market grounds, for public safety reasons.
* Stallholders are required to have ***current*** Public Liability Insurance cover, as acknowledged in your **Release & Indemnity** form.

**Once your application and payment have been accepted you will receive a letter of confirmation, which you will need to bring with you to allow you entry to the market.**

If you have any questions relating to your site or the market please don’t hesitate to contact the Easter Market Coordinator at ***wollombieastermarket@gmail.com***

Looking forward to welcoming you to the Wollombi Easter Market.

Best wishes

Wollombi Easter Market Team

**Wollombi Easter Market Application 2019**

**Monday 22nd April 2019- from 8am-2pm (market trading hours)
Venue: Wollombi Sales Yards – Cnr Paynes Crossing Rd and Yango Creek Rd.**

**Contact Details**

Contact name: .................................................Business Name:

Address:

Phone:…………………………………………………………..Email:

(***Please note: ADDRESS and/or EMAIL are vital to receive your booking confirmation details)***

**Stall Information**

Please indicate your space requirements by numbering box (ie: number of sites required).

 6mx6m Site $60  Food Stall $130 Amusement $100

Total amount payable $……………………………..

Please indicate ***at least 6 preferred*** sites from numbers on map…………………………………………………..............

**Product Information (**To help us in the organising and advertising please give a brief description of the products available on your stall)…………………………………………………………………………………………........................

**Payment Options**

 I have deposited my stallholder fee to the ANZ bank using details below via (please circle)

**BSB: 012-570 Account: 1958-89996 Ref: …………………………………….... (See below)
IMPORTANT: (Please use the first initial and surname of the applicant above for the reference with the deposit or contact number). *This will allow us to confirm your booking quicker.***

**OR**  I have enclosed a chq/ money order for my stall holder fee with this application made payable to Wollombi School Community Education Trust. (WSCET)

**Please return completed applications to:**

**By Post By Email**
EASTER Market Day Coordinator ***wollombieastermarket@gmail.com***
2851 Wollombi Rd
Wollombi NSW 2325

**STALL BOOKINGS WILL NOT BE CONFIRMED WITHOUT PAYMENT OR PROOF OF PAYMENT ATTACHED AND A SIGNED RELEASE & INDEMNITY FORM**

**TERMS & CONDITIONS OF STALL HOLDER**

**We have put together some terms and conditions to allow smooth running of our market
and to create a safe environment to all who participate in our markets.**

1. **PARKING.**

Free parking for stallholders is available **within your site**. Please provide your confirmation letter with site number to the parking attendants on arrival. You will be given car access to your site or close to your site on **Sunday between 3pm-5pm and again on Monday between 5am and 7.45am. From 8.00am ALL VEHICLES MUST NOT MOVE AROUND THE MARKETS again until 2.10pm.**

1. **STALL SET-UP**

On arrival you will be directed to where your stall is positioned. The Earlier your application is sent in, the better chances you will have of obtaining your preferred stall location. **All stallholders are asked to stay within their allocated sites. There is limited number of sites, once the grounds (paddock) are full – NO MORE sites will be available. NO STALLS WILL BE ALLOWED TO SET UP OUTSIDE THE MARKET (for public safety).**

1. **STALL CLOSURE and PACK UP**

The Wollombi Markets will finish at 2pm. It would be appreciated if stalls did not pack up until this time, as customers may still be interested in your stall right up till closure. When packing up, **please take home your waste packaging belonging to your site. PLASTIC WRAP, RUBBISH or CARDBOARD PACKAGING ARE NOT to be left at sites or around bins. Stalls must be packed up by 4pm.**

1. **PAYMENT**

Prompt payment confirms your booking. **No bookings will be received after Monday 15th** **April 2019.** Payment via **Cheque** or **Money** **Order** made out to “***Wollombi School Community Education Trust”***.

Alternatively via direct deposit: **Bank: ANZ BSB: 012-570 Acct: 1958-89996**

**\*\*\*\* Please include initial and surname or contact number as reference on direct deposits \*\*\*\***

1. **STALL PLACEMENT**Preference for placement of stalls will be based on the receipt of an application and payment of stallholder fees. Final discretion is up to the Wollombi Easter Market Team.
2. **BEHAVIOUR**
The market is designed to provide a family friendly atmosphere, abusive behaviour, taunts and bad behaviour / language from stall holders towards patrons, organisers and other stall holders WILL NOT be tolerated. **Any stallholder found to be breaching this rule WILL be removed from the market.**
3. **REFUND**
A refund (less $5 administration fee) will be given if cancellation of stall is before 15th April 2019. After this date, there will be NO refund. If the Wollombi Easter Market Team cancels the market due to severe weather (which will be done via txt message or email no later than Sunday Morning) a refund less a $5 administration fee will be given, unless you decide to turn your deposit into a donation to the Wollombi School Community Education Trust.

***Please check you have completed your application form correctly and provided payment or proof of payment. This will assist us in processing your application promptly.***

**Wollombi School Community Education Trust (WSCET)**

**Must be signed and returned as part of your Application for the Wollombi Easter Market Monday 22nd April 2019**

**RELEASE & INDEMNITY FORM – by Exhibitors**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the person making this application (hereafter called the Exhibitor) to exhibit at the Easter Market, the Exhibitor agrees as follows:

1. to release Wollombi School Community Education Trust (WSCET), its members, employees and agents from any liability for loss, damage, injury or death occurring at or in connection with its Market, except to the extent that it is caused by the negligence of Wollombi School Community Education Trust (WSCET), its members, employees or agents;
2. to indemnify Wollombi School Community Education Trust (WSCET), its members, employees and agents against any liability or claim for damages, loss or injury to any person (including the Exhibitor’s employees, invitees and agents) or property (including theft), caused by or arising in any way from:
3. any wilful act, negligence, omission or default by the Exhibitor, its employees, invitees and agents;
4. the Exhibitor’s fit out, use and occupation of a stall and involvement in activities at the Wollombi Easter Market;
5. I have Public Liability Insurance in the sum of $20,000,000 and will provide details and proof of such which must be available to be sighted by market organizer on day of market.
6. **I have read and agree to abide by the terms and conditions of this market**.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_

Please sign and return this Release & Indemnity Form as part of your application to the Wollombi School Community Education Trust (WSCET) either by mail to 2851 Wollombi Road, Wollombi, 2325 or email us at wollombieastermarket@gmail.com

