

Wollombi Easter Market, Monday 28th March 2016

Hosted by Wollombi School Community Education Trust (WSCET)

February 2016.

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 28th March 2016**.

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, a copy of your insurance and 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, evidence of which must be presented at time of booking.

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 2016

Monday 28th March 2016 - 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 \$50



Food Stall \$120



Amusement \$100

Total amount payable \$.....

Please indicate here the preferred site/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 stall holder 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

EASTER Market Day Coordinator
2851 Wollombi Rd
Wollombi NSW 2325

By Email

wollombieastermarket@gmail.com

STALL BOOKINGS WILL NOT BE CONFIRMED WITHOUT PAYMENT OR PROOF OF PAYMENT ATTACHED AND A COPY OF INSURANCE TO THIS BOOKING 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 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 CARS MUST NOT MOVE AROUND THE MARKETS again until 2.10pm.**

2. 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).**

3. 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.**

4. PAYMENT

Prompt payment confirms your booking. **No bookings will be received after Monday 14th March 2016.** 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**

5. 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.

6. BEHAVIOUR

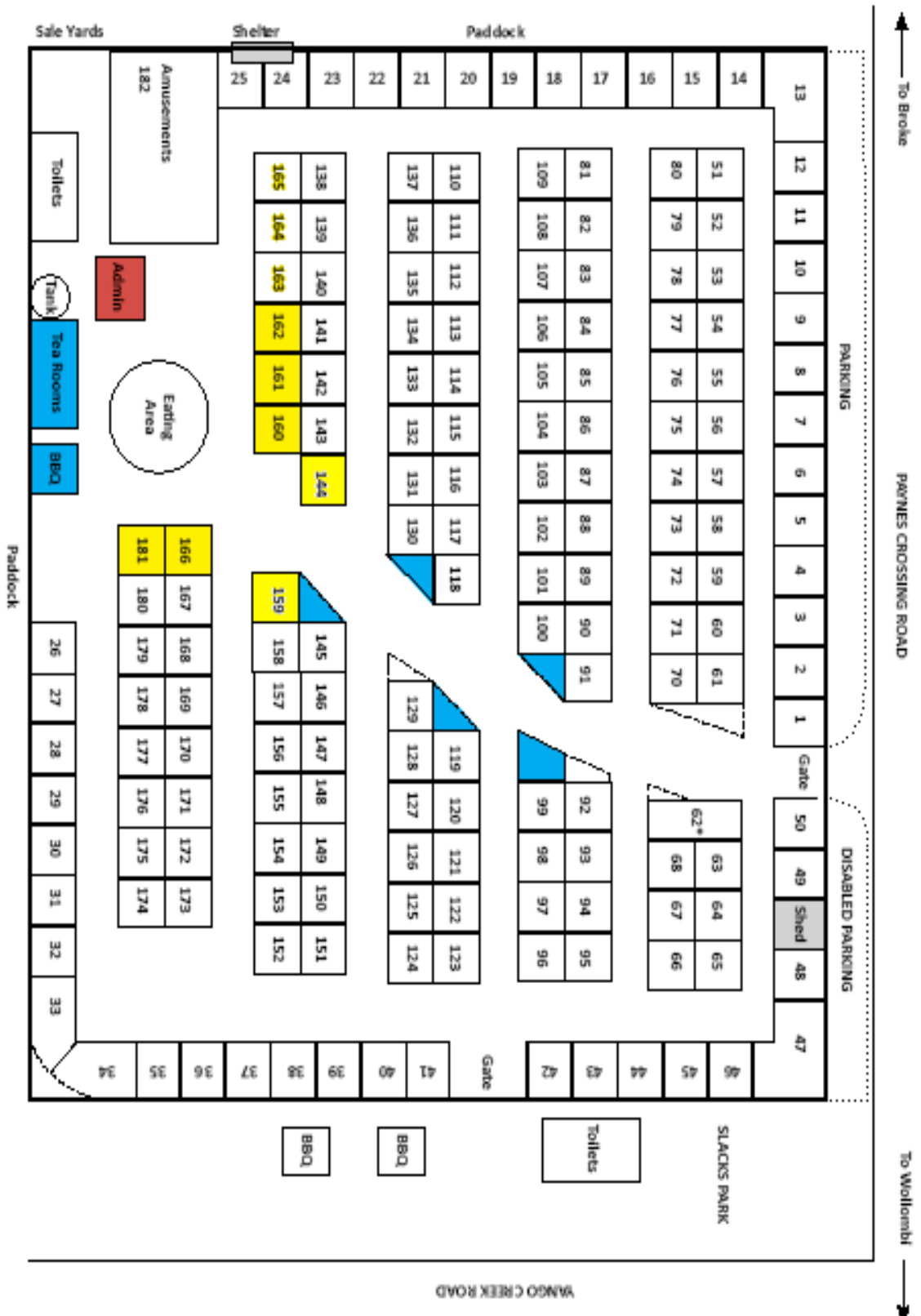
The market is designed to provide a family friendly atmosphere, abusive behaviour, taunts and bad behaviour / language from stall holders towards patrons, organisers and other stall holders WILL NOT be tolerated. **Any stallholder found to be breaching this rule WILL be removed from the market.**

7. REFUND

A refund (less \$5 administration fee) will be given if cancellation of stall is before 14th March 2016. 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 Market Day stall site map



- Food stalls
- Administration Area
- Community Fundraising

* Please note 62 is 12m X 3m