Twilight Market Stallholder Information and Guidelines

Our Twilight Markets will operate from 5:30pm – 9:00pm on Friday 1st May 2015 in the St Joseph’s School Hall and surrounding areas of the school grounds at

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<th>St Joseph’s Tobruk Memorial School</th>
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<tr>
<td>53 Kokoda St</td>
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<tr>
<td>Beenleigh 4207</td>
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Should you need to contact us please either email us at stjosephspandfbeenleigh@gmail.com or via our Facebook page: St Joeys Beenleigh Twilight Markets.

STALL FEES:

- 2.5m x 2m Indoor - $30.00
- 3m x 3m Outdoor - $40.00

Bigger stall prices are negotiable with the coordinators.

Additional Tables - $5.00 per table (limited amount available)

Powered Stalls – There are no Outdoor Powered Sites. Limited power is available to those in the Main Hall.

REGISTRATION and PAYMENT:

Forward your registration for a stall to the Finance Secretary at the St Joseph’s School Office or by email at PBeeFinance@bne.catholic.edu.au. Once received the application will be assessed. If approved you will be asked to provide payment and a certificate of currency for your Public Liability Insurance, if required. Cheques should be made out to St Joseph’s Tobruk Memorial School.

PUBLIC LIABILITY INSURANCE

ALL STALLS OPERATING AS A BUSINESS MUST have Public Liability Insurance to operate their stall at our school. All Hot Food Stalls will need to provide the relevant Council permits also.
WHAT WE PROVIDE
Inside 2.5m x 2m floor space or a 3m x 3m outside floor space. Stallholders must keep their displays, signs etc…. within the stall area to keep pathways clear. We will supply you with a Map outlining check in area, entry points to school and where your stall will be located. Along with a timeline of events that are happening during our Markets.

WHAT YOU NEED TO BRING WITH YOU
Table, chairs, products, some extra lighting, generator (for outdoor stalls only) anything you need for your stall set up. (Please see registration form for details and pricing).

SET UP
Set up is from 4:00pm (IF YOU REQUIRE AN EARLIER SET UP PLEASE CONTACT THE COORDINATORS). All stalls must be set up by 5:00pm. THE SAFETY OF OUR CHILDREN IS PARAMOUNT THAT IS WHY WE HAVE A POLICY ON EARLY ARRIVAL. PLEASE DO NOT ARRIVE EARLY UNLESS APPROVAL HAS BEEN GRANTED. You will need to report to the Check-in area upon arrival (will be shown on your map). You will then be offered assistance if you require it to get your belongings to your stall. There is no early pack up allowed. Stall holders are responsible for leaving your area in the same manor you arrived, clean and tidy.

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. Our Twilight Markets will still go ahead if the weather is not nice. 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. If you are a smoker you are more than welcome to join us, however you will need to have your smoke breaks outside the school grounds. (It’s not a long walk)

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

• Raffle tickets are not allowed to be sold by individual stallholders, We do however allow stall raffles that are of no cost to customers to help you build your customer databases. (i.e. free giveaway raffles for email address’, facebook likes etc)

• St Joseph’sTobruk Memorial 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.