Joey’s Engagement Teams  
(St Joseph’s Tobruk Memorial School P & F Association)

Twilight Market Stallholder Information and Guidelines

Our Twilight Markets will operate from 4:30pm – 9:30pm on Friday 18th March 2016 in the St Joseph’s School Hall and surrounding areas of the school grounds at St Joseph’s Tobruk Memorial School, Beenleigh.

Should you need to contact us please either email us at stjosephstwilightmarkets@gmail.com or via our Facebook page: St Joeys Beenleigh Twilight Markets.

STALL FEES:
3m x 3m Outdoor Art & Craft Stall - $50.00 plus GST (all marquees, weights, tables, chairs etc must be supplied by stall holder)
3m x 3m Outdoor Food Stall - $120 plus GST(all marquees, weights, tables, chairs etc must be supplied by stall holder and please note there is no access to power)

Bigger stall sizes are negotiable with the coordinators.

REGISTRATION:
To apply to become a Stall Holder at this event, simply complete the online application form. Applications will remain open until February 15th. All stall holders will be notified by February 22nd and all payments are required by February 29th. 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.

PAYMENT:
Once you have received acceptance, payment details will be forwarded. Please direct all payment enquiries to the Finance Secretary at the St Joseph’s School Office or by email at pbeefinance@bne.catholic.edu.au. Cheques should be made out to St Joseph’s Tobruk Memorial School.

PUBLIC LIABILITY INSURANCE:

ALL STALLS MUST have Public Liability Insurance to operate their stall at our school with a minimum of $10 million cover). All Food Stalls will also need to provide the relevant Council permits also.
WHAT WE PROVIDE
3m x 3m outdoor stall site (unless otherwise negotiated). 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
10kg sandbags/weights for each leg of your marquee and any racks/display stands, tables, chairs, products, battery powered lighting and anything else you need for your stall set up. (Please see application form for details and pricing).

SET UP
Set up is from 12:00pm (IF YOU REQUIRE AN EARLIER SET UP PLEASE CONTACT THE COORDINATOR). All stalls must be set up by 4:00pm. 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 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. 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 quality 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’s Tobruk 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.