

Terms and Conditions

Applications close on Fri 4th November, 5 pm.

Please be aware that site bookings are only confirmed after payment is received (we have a waiting list) Payment with this Application is recommended to confirm your booking and secure your space.

Schedule of Fees:

1 table outside	\$15
1 table inside (conditions apply)	\$25
1 3mx3m tent	\$25
Public Liability Insurance Day Cover	\$5 per person (as per terms and conditions)

Stallholders Requirements and responsibilities:

Stallholders to supply: own table or tent, chair and Insurance*.

1. Outside location - BYO trestle table & chair - \$15 + own insurance
2. Inside location - BYO on trestle table & chair - \$25 (conditions apply) + own insurance
3. Tent - BYO tent 3 x 3m - \$25 + own insurance
4. **Insurance cover:**
 - Stallholders must have Public Liability Insurance Cover for every person assisting or working with them for the day, including themselves.
 - 1. If you are a financial Member of Moreton Bay Arts Council: no insurance fee is payable.
 - 2. If you are not a financial member of MBAC but have already got your own PL Insurance please attach a copy of your insurance certificate to this application.
 - 3. PL Insurance Day cover can be purchased at \$5 per person, for any persons working/assisting you who are not covered by conditions set out in 1 or 2.
5. Products for sale must be:
 - Handmade - crafted by the stall holder
 - Clearly priced - keep prices reasonable as no commission is taken.
6. Stallholders are responsible for selling their goods - bring change, have a float, cash box, card reader, receipt book.

Moreton Bay Arts Council will supply or provide:

1. Venue - Grounds and facilities at the Old Redcliffe Fire Station, 395 Oxley Ave, Redcliffe.
2. Opportunity - to Show and Sell your handmade products in a safe friendly location.
3. Advertising - on Weekend Notes, in local papers, local Radio 99.7, Arts Mail Events Page
4. Listings on:
 - Moreton Bay Arts Council - newsletter/website/facebook + 500 flyers
 - Redcliffe Art Society - newsletter/facebook
 - Handmade Redcliffe - website/facebook + 500 flyers
 - Redcliffe pottery Group - Facebook
5. Insurance Cover by Moreton Bay Arts Council for any participating financial members and non-members without insurance cover at an additional fee as set out in the schedule of fees, and in item 4. Insurance Cover above.
6. Stallholders will be allocated their space on the day of the event.

Contact: mbac0395@gmail.com attention: Beverley Currie.

Application for space

Your Contact Information	
Name:	
Street Address	
Area Code	
Phone/Mobile Number	
e-mail address	
Payment (please circle)	Bank Transfer Cheque enclosed:
Products for sale - please summarise with an example	

Space requested (Please insert details of your requirements)

Number	Description	Total Cost
	Outside space for one trestle table & chair \$15	
	Inside space for one trestle tablet and chair \$25	
	BYO Tent 3mX3m and own insurance \$25	
	*Day Cover of PL Insurance for _____ persons at \$5 ea.	
	TOTAL COST	

***Public Liability (PL) Insurance:**

Tick what applies	Insurance Requirement
<input type="checkbox"/>	As a financial Member of MBAC I am covered under MBAC Public Liability Insurance
<input type="checkbox"/>	I have my own PL insurance and a copy of my insurance certificate is attached
<input type="checkbox"/>	I require PL insurance for the day (10 am - 3pm) at \$5 per person for _____ person(s) as listed below (attach list if more than 2:

Name (printed) for insurance	Signature:
1	
2	

I have read and understood the terms and conditions as set out in this application and I agree that Moreton Bay Arts Council takes no responsibility for any lost or damaged goods or personal belongings at the Handmade Meets the Arts Markets on Saturday 25th November.

Stall holder signature.....Date.....

Your Checklist - Please keep this for your reference

1. Application Form mailed or emailed - closing date is Fri 3rd November 5 pm.
2. Payment made with application and no later than closing date.
Your payment may be made to Moreton Bay Arts Council Inc by:
Bank Transfer - BOQ BSB 124001 A/C 10616146 Reference: Your Name HMTA
Cheque mailed to P O Box 2081 North Redcliffe, Qld 4020
3. Insurance Certificate attached if applicable.
4. Additional PL insurance cover purchased as required for additional persons assisting on the day.
5. Stall requirements ready - trestle table, chair, tent, product etc.

Event Details:

6th Handmade Meets the Arts Markets

Saturday 25th November 2017

10 am - 3pm

Entry Free

Old Fire Station

395 Oxley Avenue, Redcliffe 4020

Stallholders Program on the Day:

8.00 - 9.30 am Bump-in and set up of stalls.

On Arrival (please **not before 8 am**) off-load your stall items and **park in the Senior Citizens** car park next door on Oxley Ave, for the day (we have permission).

Please leave the side streets and Mary Street car park free for our visitors and customers.

10.00 am Official start of the Market, please ensure you are ready to welcome customers.

3.00 pm Advertised closing time of markets.

3.00 - 4.00 pm Pack up your stall and bump-out (not before 3 pm please).
Venue needs to be empty by 4.00 pm.