

Whitehorse Primary School Twilight Fair 2017 Craft Market Application

Whitehorse Primary School is seeking local crafters, artisans and gourmet producers for a craft market at its 4th Twilight Fair on Friday 24 November 2017. The event will be hosted by the staff, students and families of Whitehorse Primary School from 5pm to 9pm and will also include:

- Dinner, snacks and drinks
- Children's class stalls
- Face painting
- Performance and dancing
- Competitions

It is anticipated that the Fair will attract family and friends of past, present and future children attending the school, kindergarten and playgroup, along with the immediate neighbourhood. Based on our past Fairs we expect 1500-2000 people will pass through the gates again in 2017.

The Craft Market will be an integral part of the Twilight Fair, presenting a unique gift buying opportunity to the local community just over a month prior to Christmas.

The event is being promoted regularly to our own community through the school newsletter. From October onward promotion will also include real estate boards, direct mailings to families and a letterbox drop. Craft Market Stallholders will receive additional promotion of their businesses and products in the school newsletter and via the school website.

Whitehorse Primary School
70 – 86 Junction Road
Blackburn North
<http://whitehorseps.vic.edu.au/>
9878 9339



Whitehorse Primary School Twilight Fair 2017

Terms & Conditions - Craft Market Stallholders

Stall Fee

- Stall fee is \$50
- The Stall Fee covers the site only – the Stallholder must provide their own equipment
- Full payment of the Stall Fee must be made by Friday 13 October 2017
- Payment of the Stall Fee may be paid by cheque, credit card, cash or EFTPOS.
- Bookings will only be secured once the Stall Fee has been received
- A written confirmation of the booking will be provided by Whitehorse Primary School
- The Stall Fee is non-refundable

Trading Hours & Stall Set Up

- The Market will operate from 5:00pm to 9:00pm on Friday 24 November 2017
- Stall set-up may commence from 3:45pm
- Stallholders must be ready to trade by 5:00pm and must continue to trade until 9.00pm
- Stall allocation is at the discretion of Whitehorse Primary School
- Vehicles are not permitted within the school grounds - all equipment must be walked in

Weather

- The Twilight Fair Craft Market is an outdoor event and will operate in all conditions except if the weather is considered too dangerous (at the absolute discretion of Whitehorse Primary School).
- While Whitehorse Primary School will make every endeavour to assist Stallholders in the case of inclement weather, Stallholders are advised to prepare to set-up and operate in varying weather conditions – including heat, rain or high winds
- Whitehorse Primary School will not be responsible for any loss or damage resulting from adverse weather

Compliance

- Whitehorse Primary School has Public Liability Insurance for the event - Stallholders are not required to have their own Public Liability Insurance
- Stallholders selling personal care and cosmetic products are required to have their own product insurance - a copy of the certificate of currency must be provided to the School with the Booking Form
- The Stallholder is responsible for ensuring all products comply with relevant Australian safety and compliance standards and are fit for the purpose
- Food Stallholders must comply with local, state and federal health regulations and food acts
- Home cooked goods and produce offered for sale must be prepared in a Registered Kitchen and be wrapped & labelled with the Stallholder's name and address
- Stallholders are not permitted to sell any item deemed by Whitehorse Primary School at its absolute discretion to be offensive, illegal or prohibited

Safety

- Smoking, alcohol and animals are not permitted within the grounds of Whitehorse Primary School
- Stallholders must ensure equipment is erected securely, maintained and appropriately weighed down at all times, so as not to endanger any person or property
- Stall Equipment must remain within the allocated Stall site
- Public access ways must remain clear at all times
- Stallholders must ensure that their activities do not endanger the safety or security of people or property

Indemnity

The Stallholder acknowledges and agrees that Whitehorse Primary School is not liable for any claim or loss suffered or incurred by the Stallholder in relation to or in connection with:

- Theft or damage of products, equipment or goods under the control of the Stallholder
- Failure by the Stallholder to sell products
- Any journey from or to the market

If the Stallholder commits a gross breach of these Terms and Conditions or does or omits to do any act or thing which results in danger to other Stallholders or the public, the Stallholder will be given notice by Whitehorse Primary School and must vacate the Twilight Fair Craft Market immediately.

Application Form

(Please print)

Name:
Business name: (if applicable)
Postal address:
Phone number:
Mobile phone number:
E-mail address:

Product Category

Please indicate the type of products you will be selling: (Please tick one/ all that are relevant)

<input type="checkbox"/> Men's or Women's Fashion	<input type="checkbox"/> Jewellery /Accessories	<input type="checkbox"/> Children's Fashion/Toys
<input type="checkbox"/> Skincare/Beauty	<input type="checkbox"/> Art/Photography/Illustration	<input type="checkbox"/> Textiles/Homewares /Furniture/Objects
<input type="checkbox"/> Publishing/Stationery	<input type="checkbox"/> Gourmet Delights / Consumables	<input type="checkbox"/> Other (Please specify)

Product Price Range

(Please tick all that are relevant)

<input type="checkbox"/> Under \$10.00	<input type="checkbox"/> \$10.00 - \$50.00	<input type="checkbox"/> \$50.00 - \$100.00	<input type="checkbox"/> Over \$100.00
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Payment methods you will offer

(Please tick all that are relevant)

<input type="checkbox"/> Cash	<input type="checkbox"/> Credit card	<input type="checkbox"/> EFTPOS	<input type="checkbox"/> Cheque
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Stall details

Please describe your business, the products you sell and your target audience. **(You are welcome to attach a separate sheet to this application if you wish)**

Plan

Please draw your proposed plan for your site including all equipment such as trestles, free standing display racks, etc. **(You are welcome to attach a separate sheet to this application if you wish)** Please ensure that you provide measurements (in metres) indicating the depth and width of the site. Every endeavour will be made to accommodate your request; however Whitehorse Primary School reserves the right to offer space and a configuration which varies from your application.

Promotion

When you submit this application it is requested that you also separately e-mail the following photos and artwork to our Craft Market Coordinator Chamini Karunasagara at ckarunasagara@yahoo.com.au. We would like to request:

- your logo or business artwork (if applicable)
- at least 3 high quality photographs of your products
- 1 head-shot photograph of yourself (optional)

Please give any details of your online presence (website, blog, social media) that you would be willing to include in publicity material

Do you give permission to Whitehorse Primary School to use your product images or product details to promote your business or products on its website, newsletter and other promotional material?

Yes No

Do you give permission to Whitehorse Primary School to use a photograph of yourself to promote your business or products on its website, newsletter and other promotional material?

Yes No

Would you like to donate a product for a raffle that will be held during the Fair? (Please note this is completely optional)

Yes, I would like to donate (please give details):

Please Note:

Completed Applications should be returned, along with payment, to the school office no later Friday 13 October 2017. Once your application has been accepted, you will receive a confirmation in writing.

I have read and agreed to the Stallholder Terms and Conditions

Signed: _____

Today's Date: _____

**Whitehorse Primary School
Twilight Fair 24 November 2017
Stall Fee Invoice**

Name:
Business name: (if applicable)
Postal address:
Daytime contact number:
E-mail address:

Stall Fee - \$50:00

Payment method (please tick one)

- Cash (payable at the school office in school hours)
- EFTPOS (payable at the school office in school hours)
- Cheque (made out to **Whitehorse Primary School**)
- Credit card – please debit my Mastercard Visa Card

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Cardholder name (please print): _____

Expiry date: _____

Signature: _____

Please return your completed Application Form, Stall Fee Invoice and payment by Fri 13 October 2017
to:

**Craft Market Applications
Whitehorse Primary School
PO Box 1027
Blackburn North 3130**