



## Stallholder Terms & Conditions

The Glenaeon Art Show & Family Fair is the major fundraiser for the Glenaeon Parents Association. Monies raised by the Fair are used to provide important services and facilities to the children of Glenaeon Rudolf Steiner School.

The Fair typically attracts 1,000's of attendees and draws not only the families attending the school (Kindergarten – Yr12), but also a huge number of local residents and visitors from afar who are attracted to the unique character of the Glenaeon Fair. Saturday is the main day, but the Art Show extends to the Friday evening before and to the Sunday following.

The Fair allows for good brand exposure and retail sales for your business or hobby. Many customers and families that attend have young children, are environmentally aware, committed to a sustainable lifestyle, and value artistic, handmade & creative offerings.

If you would like to book a space for this event, kindly read the Terms and Conditions that follow, complete the online application form and forward to the Stallholder Convener as soon as possible. Entries close **30<sup>th</sup> September 2019**.

2019 DATES	LOCATION
<b>Family Fair:</b> Saturday 2 November 10am – 4pm	Glenaeon Rudolf Steiner School (junior campus) 121 Edinburgh Road Castlecrag NSW 2068
<b>Art Show:</b> Friday 1 November 6pm – 9pm Saturday 2 November 9am – 4pm Sunday 3 November 10am – 3pm	<b>ENQUIRIES:</b> Clare Gordon <a href="mailto:clareg@glenaeon.nsw.edu.au">clareg@glenaeon.nsw.edu.au</a>

### Fees

Stallholder fees are based on the amount of space taken, measured either in trestle table lengths or by gazebo size space.

- GAZEBO SPACES are \$200 (max 3m x 3m & BYO Gazebo)
- TRESTLE TABLE SPACES (approx. 1.8m x 900mm) are \$85 for the 1<sup>st</sup> table space, \$65 for the 2<sup>nd</sup> space and \$50 for 3<sup>rd</sup> and subsequent spaces.

### Optional Additional Charges

- TABLE HIRE – Stallholders are encouraged to bring their own table, however, tables can be hired at \$20 per table.
- INSURANCE – Stallholders without their own Public Liability insurance are required to pay an **additional fee** of \$25 to be covered under the School's insurance policy.

### Site Positioning

Family Fair stalls are located in the grounds of the school. Family Fair bookings are for SATURDAY only.

Art Show stalls are located within the exhibition space of the Hall and are generally limited to one trestle table space per stallholder. Art Show Stall bookings are required to attend for the FRIDAY night opening night cocktail party, all day SATURDAY and have the option of SUNDAY trading.

Spaces are only allocated after payment is received. The Stallholder Convener will notify you of the position of your allocated space. Note that positioning and layout may need to alter slightly on the day.

### Selection of Stallholders

Selection of stalls will be based on a determination of stall presentation, product suitability and product mix.

Stalls are limited and whilst preference is usually given to previous stallholders, unfortunately there can be no guarantee of a place.

### **Stallholder Regulations**

**SPACE:** If you exceed the space you have booked, you will be charged for the difference in space. Please be considerate of your fellow stallholders and keep to the space you have booked.

**RACKS/DISPLAYS:** under no circumstances are stalls to extend racks and other fixtures out the front of their stall.

**SUB-LEASING:** Under no circumstances shall any sites be sub-let.

**WASTE AND THE ENVIRONMENT:** All participants are responsible for making the Glenaeon Art Show & Family Fair environmentally friendly. **A cleaning fee of \$100 will be charged for any waste left on your site** and will be invoiced after the event, so please take your waste with you.

**WEATHER/CROWDS:** The Fair will go ahead regardless of the weather. Glenaeon Parents Association takes no responsibility for inclement weather or crowd participation. Please be prepared for wet weather – bring a cover.

**SAFETY:** All stallholders are expected to abide by any and all safety regulations and requirements to ensure the Glenaeon Art Show & Family Fair is a safe and OH&S compliant event.

**RESTRICTED ITEMS:** Unless specifically sanctioned by the Stallholder Convenor, you are NOT permitted to sell:

- food or beverages
- helium balloons.

**INAPPROPRIATE ITEMS:** Stallholders must comply with any request by the Stallholder Convenor to remove products or goods from their stall that are deemed to be inappropriate and/or in conflict with the values of Glenaeon School.

### **Staffing the Stall**

Unless otherwise agreed, all Stallholders are responsible for ensuring their stall is attended at all times for the duration of the event.

### **Pricing and Sales**

Selling Price shown must be the total price inclusive of GST (if applicable) and commission (if applicable).

### **Set Up Times**

Unless otherwise arranged, set-up times are as follows:

- **ART SHOW:**  
Friday between 3pm and 5pm.
- **FAMILY FAIR:**  
Saturday between 7am and 9am.

### **Site Access**

Vehicle access to the site is limited. You need to be prepared to cart your goods from the perimeter of the site to your stall location.

Please show respect for your fellow stallholders – when setting up your stall, do not hinder access to surrounding stalls. Flexibility and cooperation by all will ensure a successful day for everybody.

### **Pack Up**

Stalls cannot be dismantled before the scheduled close of the event.

### **Submission of Application:**

Please complete the application form online and forward with payment to:

Stallholder Convenor  
Glenaeon Rudolf Steiner School  
121 Edinburgh Road  
Castlecrag NSW 2068

Email: [glenaeonfair@gmail.com](mailto:glenaeonfair@gmail.com)

### **PAYMENT DETAILS**

Payment must be made in full at the time of application. No part-payments will be accepted.

Payment Options:

- Credit Card (Mastercard or Visa),
- Direct Deposit, or
- Cheque (payable to: GLENAEON PARENTS ASSOCIATION INC).

Refunds will only be made if your application for a stall has been unsuccessful.

**PLEASE NOTE: The submission of an application does not guarantee a place. The Stallholder Convenor will contact you after the closing date of submissions to notify you of the outcome of your submission.**

The Glenaeon Parents Association values the contribution made by all stallholders to our Art Show & Fair. Thank you for helping to make the event a positive experience for all!

# Stallholder Application Form

## Entries close 30th September 2019

**Glenaeon**  
Art Show  
+ **Family Fair**

APPLICANT DETAILS:	
First Name:	Last Name:
Business Name:	
Address:	
	Post Code:
Phone:	Mobile:
Email:	
Vehicle Registration Number:	

STALL DETAILS	
<b>What is the complete dimension of your stall?</b> (include everything such as racks/displays, trailers, tow bars):	
<b>Types of Goods Sold:</b> (Please give a detailed description; photographs encouraged):	

<b>FAMILY FAIR BOOKINGS: <i>Saturday only</i></b>	<b>Qty</b>	<b>Unit cost</b>	<b>TOTAL</b>
Gazebo Space (3m x 3m)		\$200	
Outdoor Trestle table Space (1.8m x 1.0m)			
– 1 <sup>st</sup> table space		\$85	
– 2 <sup>nd</sup> table space		\$65	
– 3 <sup>rd</sup> table space & subsequent		\$50	
Hire trestle table (1.8m x 1.0m) – per table		\$20	
Public Liability Insurance		\$25	
<b>ART SHOW BOOKINGS: <i>Friday Night, Saturday &amp; Sunday</i></b>			
Indoor Trestle table Space (1.8m x 1.0m)			
– 1 <sup>st</sup> table space		\$130	
Hire trestle table (1.8m x 1.0m) – per table		\$20	
Public Liability Insurance		\$25	
<b>TOTAL FEES PAYABLE:</b>			

PAYMENT	
Payment made by (tick one):	
<input type="checkbox"/> <b>Cheque:</b> What is the name of the 'payer' on the cheque?	_____
<input type="checkbox"/> <b>Direct Deposit:</b> Please include the words "Fair Stallholder" and your name when making payment: Glenaeon Parents Association BSB: 062 022 A/C: 1000 1082 Date deposited: _____	
<input type="checkbox"/> <b>Credit Card:</b> VISA or MASTERCARD only. Total amount to be charged to my card: \$ _____  I _____ (name on card) authorise the Glenaeon Parents Association to debit my credit card for the payment of Stallholder fees and charges for the Glenaeon Art Show & Family Fair 2018.  Name on Card: _____  Card Number: _____  Expiry Date: _____ CCV # (last 3 digits on reverse of card) _____  Signed: (must be name on card) _____ Date:     /     /	

### Agreement to Participate:

I / We \_\_\_\_\_ have read and agree to the Stallholder Terms and Conditions attached to this application form and indemnify the Glenaeon Parents Association Inc and their staff, volunteers and agents, and the GLENAEON ART SHOW & FAMILY FAIR, against any and all liabilities, claims and actions that may eventuate in association with the establishment, operation and removal of any trading premises (stall) during the 2019 Glenaeon Art Show and Family Fair.

Signed: \_\_\_\_\_

Date:     /     /