



Highett Pre School Spring Craft Market

STALL HOLDER APPLICATION

NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

DESCRIPTION OF ITEMS FOR SALE (please include photo's of 2-3 items):

Please tick

- I require an inside stall @ \$35 with power or \$30 without power
 I require an outside stall @ \$25

OUTLINE FOR STALL HOLDERS:

1. Market will be held on Saturday 12th November 2011. 9am – 1pm.
2. Stall holder fee payable with application no later than November 1st 2011.
3. Payment can be made either via cheque (made out to "Highett Pre School Inc" or internet banking (BSB: 633000 Acc:112955729. Please use "market and surname" as description if choosing this option ie: market Jones).
4. Stalls will only be booked upon receipt of payment and a confirmation will be sent accordingly.
Please return this form to:

Att: Market Committee
Highett Pre School
PO Box 64
Highett, Vic, 3192

OR

Email: info@seamsimpossible.com.au

In the best interest of all our stall holders & to ensure an eclectic mix of stalls, your application will be assessed by the Market Committee and you will be notified whether your application has been accepted.

Thank you for your interest.



Highett Pre School Spring Craft Market

STALL HOLDER GUIDELINES

Date: Saturday 12th November 2011

Where: Highett Pre School

3 Station St, Highett, Vic 3192

Time: 9am-1pm

All applications must be completed and returned by no later than **1st November 2011**.

What makes this market different?

- The focus of the market is on handmade crafts and art.
- The purpose is to create a community hub, not just a place for buying and selling, and also a place where families can gather, spend time and develop a sense of community belonging.

What kind of stalls?

- Predominantly hand crafted items, foods, vintage, art & crafts, but, will be open to products and services also if places are still available closer to deadline.

Stall holder guidelines!

- Stallholders must be booked and paid for in full prior to the day.
- Stallholders will be given an allotted space by market co-ordinators **ON** the day.
- All stalls to be set up and ready to operate by 9am through to 1pm on the day of the market.
- Setting up of stalls is between 7am-9am and packing up is between 1pm -3pm.
- It is asked that once set up is complete **ALL** stall holders move their vehicle from the immediate kinder area to allow space for the all important customers on the day!!

Stall Size

- There will be space for approx 40 stalls. 25 outside at a cost of \$25 per site and 15 inside at a cost of \$30 per site. A charge of \$5 extra will be made if power is required also for inside vendors.
- Stall sites are 3m x 3m. If a larger space is needed you may need to purchase 2 stall places.
- Stall holders are to supply own table, chairs, clothing racks and anything in which to display items to best of their ability.
- Power supply is available upon request but **must** be booked as an inside stall. No power will be supplied to **any** outside stalls.

Extra Information

- Please be aware that we have no control over the weather and the market will go ahead regardless. Therefore, no refunds will be given if it looks like rain on the day. If you cancel with more than 7 days notice a full refund will be given. Less than 7 days notice refund will be forfeited.
- As a running kinder during the week, bin space is important to us. Please be sure to clean up after yourself when packing up at the end of the day. If you bring it in...take it home.
- To help create a wonderful market feel it is encouraged (but not crucial) that stall holders supply either marquee or umbrella.