



## STALL HOLDER'S INFORMATION PACK

### EVENT DETAILS

Event name: artMarket@Deanmore  
 Event organizer: Deanmore Primary School P&C Assoc. (Inc)  
 Date: Friday 1<sup>st</sup> December 2017  
 Location: Deanmore Primary School 21 Deanmore Road, Karrinyup,

### EVENT SET-UP TIMES

Date: 1/12/17  
 Bump in time: 1.00pm-2.45pm. Stall holders to park on the oval and bump in down the ramp.  
 Cars must be parked on the oval by 2.50pm  
 Event opening time: 3.30pm  
 Event closing time: 8.00pm. No stall holder vehicle will be allowed in the service entry before 8.00pm.  
 Bump out time: 8.00pm-9.00pm. We ask that stall holders do not begin packing up prior to 8.00pm. Additional time will be provided to bump out on an as needed basis.

### FEE STRUCTURE

OPTION 1	3m x 3m Stall BYO Gazebo <b>\$60</b> A copy of public liability insurance must be provided
OPTION 2	1m x 1m Suitcase Stall <b>\$30</b> A copy of public liability insurance must be provided
OPTION 3	3m x 3m Stall Fully enclosed with additional space upon request <b>\$80</b> A perfect option for artists A copy of public liability insurance must be provided
OPTION 4	Food Vendors <b>\$120</b> A copy of public liability and City of Stirling Application to Sell food at an Event must be provided <b>Limited positions available</b>

Payment Must Be Received by November 17<sup>th</sup> 2017

EXEMPTIONS - not for profit organizations and information only stalls.

### SPECIAL REQUESTS

Please email requirements for consideration by November 17<sup>th</sup> 2017.

### GENERAL STALL HOLDER DETAILS

In order to provide optimum lighting and traffic flow and to maintain a festival feel, stalls will be located throughout the body of the school and under verandas. Stall holders must provide their own tables/chairs and product display equipment. Stalls must be freestanding. Please inform us if you wish to bring a gazebo to assist us in allocating your site.

### ADVERTISING

Please provide us with any Face book links or pictures we can use for promotion.

### ENQUIRIES

All enquiries to Clare Lawson artmarketdeanmore@gmail.com

**Urgent Issues only** call Clare Lawson 0426 201221



## TERMS AND CONDITIONS

1. Payment of stall holder fees to be made prior to November 17<sup>th</sup> 2017. No stalls will be allocated without payment of the full amount.
2. All cancellations must be received in writing. If cancellation is made prior to Friday November 24<sup>th</sup>, an amount of 50% of your fee will be refunded. No refund will be given to cancellations made after this date.
3. Stall holders are encouraged to provide a donation of their goods or services to the art Market raffles which will be conducted during the event.
4. The submission of an application does not guarantee a stall at the art Market. All applications must first be approved by the art Market Coordinator. The Coordinator reserves the right to decline applications, regardless of the date they were received.
5. Stall positions will be made by the organizers, unless applicants have previously discussed preferences/requirements. Although we will endeavor to manage these requests, they cannot be guaranteed.
6. No products or services other than those detailed on your application are to be sold or provided by your stall on the day.
7. Stall holders are not permitted to distribute material outside their stall.
8. The stall holder fee includes general advertising and administration costs.
9. Deanmore School is a smoke-free zone. Stall holders are not permitted to smoke on school property, including car parks.
10. Stall holders are not permitted to bring dogs onto school property except for registered aid dogs.
11. Stall holders are responsible for their own possessions in and around their stall.
12. Stall holders are to supply their own table cloths, signage and equipment required to run their stall.
13. Signage, banners and products must not invade the space of fellow stall holders.
14. With regard to all plant, equipment and machinery used in connection with their stall, the Stall holder must comply with all regulations, government orders and codes of practice to ensure the safety of the employees of the stall holder and the general public. This includes, but is not limited to, satisfying all the requirements of Stirling City Council.
15. Cars will only be permitted to enter school grounds during designated 'bump in' and 'bump out' times.
16. Stall holders will not start packing away until close of trade at 8.00pm. We also ask that stall holders be aware of any pedestrians that may still be on site.
17. Each stall holder is responsible for dismantling his or her own stall and clearing it away at the close of the market.
18. It is the responsibility of the stall holder to clear rubbish from their stall space and surrounds and to remove rubbish from school grounds. A cleaning fee of \$50 will be invoiced to the stall holder should the site be untidy on departure.
19. The organizers will not be held responsible for loss or lack of income on the night, or if any pre held expectations have not been met.
20. Stall holders must ensure they have all relevant documentation applicable to their product i.e. Food Registration/Notification Certificate issued by their local council.
21. Stall holders must provide a certificate of their public liability insurance for \$10 million by November 17<sup>th</sup> 2017.



INDEMNITY AGREEMENT FOR ARTMARKET@DEANMORE 2017

The stall holder shall indemnify the Deanmore Independent Primary School, the Deanmore Primary School P&C Assoc. (Inc), individuals of the P&C and individual art Market organizers, whether paid or voluntary, in respect of;

1. All claims proceedings, demand or liability (of whatever nature) made in respect of personal injury or death or damage to property arising from the stall holders' presence/activity at the art Market.
2. All loss and expense suffered and incurred by any of them as a consequence of any claim by any person, whether against Deanmore Primary School or otherwise (including amounts payable as a result of those claims) arising out of or in any way connected with artMarket@Deanmore including, but not limited to, the sale or supply of any goods whether by contract, agreement or otherwise, the presence of any stall holder, fitting and/or any negligent act or omission by the stall holder, an employee or agent of the stall holder or the ant worker of the stall holder.

The stall holder releases and discharges Deanmore Independent Primary School, the Deanmore Primary School P&C Assoc.(Inc), individuals of the P&C and individual art Market organizers, whether paid or voluntary, from any claim, action, damage, death, loss, liability, cost, charge, expense, outgoing or payment the stallholder has or may have against Deanmore Independent Primary school in respect of the artMarket@Deanmore anything related to the artMarket@Deanmore whether arising in common law or under statue or otherwise.

I have read the entire Stall Holders Information Pack, the Terms and Conditions and the Indemnity Agreement and by signing this form I acknowledge I understand and agree with them.

Stall Business Name: \_\_\_\_\_

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_



## STALL HOLDER APPLICATION FORM

Name/Company \_\_\_\_\_

Type of Business \_\_\_\_\_

Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

Website \_\_\_\_\_

Facebook URL \_\_\_\_\_

Please make cheques payable to  
Deanmore P&C Association Inc.

**EFT** Payment please use  
Account Name Deanmore P&C  
Association Inc.  
**BSB** 066-161  
**Account #** 10035787  
**Ref** Your company name AMS

Option 1	3m x 3m Stall <b>\$60</b> A copy of public liability insurance must be provided	<input type="checkbox"/>
Option 2	1m x 1m Suitcase Stall <b>\$30</b> A copy of public liability insurance must be provided	<input type="checkbox"/>
Option 3	3m x 3m Fully Enclosed Stall with extra space upon request. An ideal option for exhibiting artists. <b>\$80</b> A copy of public liability must be provided	<input type="checkbox"/>
Option 4	Food Vendors Limited Spaces Available <b>\$120</b> Application to sell food at an event must be submitted to the City of Stirling prior to event	<input type="checkbox"/>

- I will bring a 3m x 3m gazebo to artMarket
- I have attached a copy of my public liability insurance
- I have enclosed a cheque for \$\_\_\_\_\_
- I have paid online via eft transfer \$\_\_\_\_\_
- I have read and understood the terms and conditions and signed and returned the indemnity form

Signed \_\_\_\_\_

Please mail to Deanmore Primary School P&C  
Attn ArtMarket Coordinator  
21 Deanmore road  
Karrinyup  
W.A. 6018

E-mail to [artmarketdeanmore@gmail.com](mailto:artmarketdeanmore@gmail.com)