

MEADOWS CHRISTMAS MARKET 2019

Sunday 8th December 2019, 9 AM - 4 PM

Dear Stallholder,

Please take the time to read the letter and application form for the Meadows Christmas Market

This year marks the 4th Meadows Christmas Market. All proceeds from the Christmas Market go towards maintenance of the Meadows Memorial Hall, which has seen many improvements since its inception and other community initiatives.

Planned Attractions

We are planning some activities for the market including a visit from Santa, face painting and plenty of entertainment in addition to the stalls.

Advertising

The hall board will undertake strong advertising for the market. This includes road signs, media releases, radio, posters and fliers. Your help to distribute fliers to your customers at other markets or on notice boards will be much appreciated.

Stallholder Responsibilities

Your assistance with complying with the following conditions is essential in making the market a success:

- All stallholders are required to decorate their stalls with Christmas orientated decorations. This will help to create a festive atmosphere and compliment the decorations we will have up around the market.
- Public liability insurance is compulsory for all stallholders and product liability insurance is compulsory for all food stalls and other high risk products. Food stalls must also provide local council licence/registration for food production and sale or local food safety assessment certificate including the name of the council where registered. Please ensure that the copy of your current insurance policy covers the dates of the Market.
- Stallholders are not permitted to bring their dogs to the market.
- Waste disposal is the responsibility of the stallholder. Please take your rubbish home. **DO NOT DISPOSE OF IT IN THE BINS AT THE MARKET OR ALONG THE MAIN STREET OF MEADOWS AS THESE ARE FOR THE USE OF THE PUBLIC.**
- All tents, umbrellas etc. must be secured so there is no danger to others. Please do not use pegs in the asphalt. Minimum weights are 20 kg for each upright of your tent. Wind gusts can be very strong in Meadows. All goods, shelters, racks, trestles and signs must be kept within your stall boundary and no boxes or goods to be in front of the trestles. For inside stalls: covers and tablecloths to go to the floor on front of stall and nothing should be stuck on the walls.
- Stallholders to remain onsite during advertised times. If you need to leave early, due to an emergency, ask the market organisers to assist you to leave the market site safely.
- Stalls promoting or selling party plans, religious groups, political groups, astrological readings, tattoos and raffles are not permitted. The Hall Board reserves the right to ask stallholders to remove any undesirable products e.g. smoking devices, knives.

Please ensure that your application, full payment and all relevant documentation is received by the hall board by the 27th October 2019. We have many people who are very keen to have a site at the market and your site may be allocated to one of these if your application is not received on time.

Applications are to be submitted online – please complete the application form at

<http://meadowsmemorialhall.com.au/christmas-market/>

All applications will be considered by the committee & you will be notified if successful.

A final letter with your receipt and setting up details will be sent or emailed to you prior to the Christmas Market.

Yours sincerely

Meadows Christmas Market Committee

Contacts:

Jenny Hunt: 0447966600

Email: countrymarket@meadowsmemorialhall.com.au

Postal Address: 51 – 53 Mawson Road, Meadows SA 5201

MEADOWS CHRISTMAS MARKET 2019

Sunday 8th December 2019, 9 AM - 4 PM

APPLICATION FOR STALL

Name: _____

Email: _____

Name (if applicable): _____

Postal Address: _____ Post Code: _____

Phone No's: _____

Brief description of products for sale:

<u>SITE TYPE</u>	<u>SITE SIZE</u>	<u>No of Sites Required</u>	<u>COST PER SITE</u>	<u>TOTAL</u>
Inside	One 6ft (1.8m) trestle table (2 tables maximum)		\$30.00	
Outside	One 3m x 3m space		\$25.00	
Power	2 x 10amp maximum	YES/NO	\$20	
Marquee hire	Includes walls		\$25	
			<u>GRAND TOTAL</u>	

Does your shelter have weights? Yes No

I can help distribute fliers Yes No Approximately how many can you distribute? _____

Sites are subject to availability. If you require extra sites we will do our best to accommodate you. The Hall Board reserves the right to ask a stallholder to leave if they deem it appropriate.

The Mt Barker District Council owns the Meadows Memorial Hall & surrounds and has insurance, **BUT THEY DO NOT COVER STALLHOLDERS, their helpers, their products or their trading practices. We do have insurance if you need coverage but this will come at a cost and is at the discretion of the committee.**

PLEASE ATTACH A COPY OF YOUR CURRENT INSURANCE COVER Food stalls MUST have their own public and product liability & food registration number with their local council – FRN & name of local council must be provided.

*****DO NOT MAKE PAYMENT UNTIL YOU HAVE A CONFIRMED SITE*****

Direct payment preferred **Meadows Memorial Hall BSB 735-094 Account No. 512601** Please use your name as the reference

Cheques or money orders (with your address on the back) should be made payable to MEADOWS MEMORIAL HALL

DO NOT MAKE THE CHEQUES OR MONEY ORDERS OUT TO THE CHRISTMAS MARKET

Cancellations must be made minimum of 14 days from the day of the market to be issued a refund. Any cancellations within the 14 days of the market are not guaranteed and **will be at the discretion of the Meadows Memorial Hall Board**

Applications close 27th October 2019. Any applications after this will only be considered if vacancies are available.

No booking accepted until total payment received & relevant insurance & food safety documents received.

Declaration- I understand that I am totally responsible for my trading practices and insurance coverage. I have read and understand the Stallholders Responsibilities (see information sheet) and I agree to abide by these responsibilities. I will not hold the organizers (Meadows Memorial Hall Board Inc) or the District Council of Mount Barker responsible for my actions during my trading at the Meadows Christmas Market. I agree that I will not sub-let my site to another person or organization.

Signed: _____ Date: _____.

Payment by bank deposit Cheque Cash

Contacts:

Jenny Hunt: 0447 966 600

Email: countrymarket@meadowsmemorialhall.com.au

Postal Address: 51 – 53 Mawson Rd, Meadows, SA, 5201