



CASTLEMAINE STEINER SCHOOL & KINDERGARTEN

Spring Fair 2017 Stallholder Application

We are inviting applications from external stallholders for this year's Spring Fair. This is a great time for Christmas buying, so we welcome you.

The Spring Fair will be held on Sunday, 12 November 2017 from 10am-3pm.

Please find below the terms under which we will be operating this year's marketplace.

We invite interested stallholders to submit the attached application form by **Wednesday 18 October 2017**.

1. All applications will be assessed for their suitability. We prefer quality, handmade products, natural materials and supplies and nurturing, engaging activities. Serving of refreshments is generally not permitted, as the school stalls handle this.
2. The stallholder fee is \$50, payable only in advance by **Friday, 28 October 2017**.
3. Stallholder fee allows for a 1 x 2 m trestle table, although we can accommodate larger stalls. Requests for additional space should be included in the application form. You are encouraged to bring a small gazebo (3 x 3 metres) to provide additional shelter and allow for marketplace stalls to move out from under verandahs.
4. Stallholders need to provide all their own tables and equipment. Please indicate at time of application if you require access power and water. *Please note: there is no vehicular access to the marketplace.*
5. Public liability insurance cover is generally the responsibility of stallholders. If you do not have insurance, please still apply and inform us on the application form.
6. Setup time is strictly from 8.00am. Access instructions will be provided. Stalls should be ready to begin trading by 9.45am. The Fair starts at 10.00am and finishes at 3.00pm, and stallholders are asked to commit to a whole day trading.
7. We ask stallholders to limit their signage to discrete imagery. We may ask you to remove any signage that is not in keeping with the ethos of our school.

8. We aim for our event to create zero-waste. Please bring your own way of removing your waste from the site. Please use recyclable or biodegradable paper packaging for your product.
9. CSSK parents are welcome to apply for a stall to sell their goods. Parents could consider sharing a stall and working together to cover roster shifts as well as attending their own stalls.

CSSK Spring Fair 2017 Stallholder Application

STALLHOLDER DETAILS

Stallholder Name(s):	
Business Name:	
Postal Address:	
	Post Code:
Phone:	Mobile:
Email:	
Vehicle Registration:	

STALL DETAILS

Please provide a list, with descriptions if appropriate, of goods to be sold. This will assist us in processing your application.

PHOTOS: *Please attach a photo of your stall and/or your products. You can also provide a link to a website/Facebook page or Instagram feed which showcases your work.*

SITE REQUIREMENT: *Please specify space you are seeking, including number of trestle tables and/or size of gazebo.*

PUBLIC LIABILITY: *Please advise whether you have public liability insurance, and if so, attach a copy of your certificate of currency.*

PAYMENT DETAILS

Payment of \$50 per stall will be accepted only in advance by Friday, 28 October 2017 to secure space and can be made by via EFT or cheque.

When making EFT payments, please state business name as a reference and email confirmation of deposit to steinerspringfair@gmail.com

Account Name: Castlemaine Steiner School
BSB: 313-140
Account No: 1211 7546

If paying by cheque, please provide name of 'payer'

Cheques should be made payable to Castlemaine Steiner School and be mailed to:
Castlemaine Steiner School
PO Box 473
Castlemaine VIC 3450

Receipts will only be provided if requested at time of payment.

STALLHOLDER APPLICATION PROCESS

- Please complete this form and return by **Wednesday 18 October 2017**

Email: steinerspringfair@gmail.com

Mail: Castlemaine Steiner School
PO Box 473
Castlemaine VIC 3450

- All applicants will be advised whether their application has been accepted, or rejected, ASAP.
- Once your application is accepted payment is required by **Friday 28 October 2017** to secure your space.
- You will then be forwarded: a map to the school; the location of your stall; reminder of equipment to bring; access directions to the site etc.
- If you have any questions, please do not hesitate to contact:

Jane McCahon (Class 2 - Poppy's mum)
Marketplace Coordinator
Ph. 0455 020 578

Email - steinerspringfair@gmail.com

