



Stallholder Terms & Conditions 2023

The Glenaeon 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. The Fair takes place on the first Saturday in November. **Please note that the Art Show is not running this year.**

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 and creative offerings.

If you would like to book a space for this event, kindly read the Terms and Conditions that follow, and complete the online application form as soon as possible. Entries close **15th September 2023**.

2023 DATE	ENQUIRIES
Family Fair: Saturday 4th November 10am – 4pm	Glenaeon Family Fair fair@glenaeon.nsw.edu.au
LOCATION	Glenaeon Rudolf Steiner School (Junior Campus) 121 Edinburgh Road Castlecrag NSW 2068

Fees

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

- GAZEBO SPACES (max 3m x 3m & BYO gazebo) are \$200
- TABLE SPACES are \$85 for a space the size of 1 trestle table (1.8m x 900mm), \$150 for a space the size of 2 trestle tables, \$200 for a space the size of 3 trestle tables, and \$250 for a space the size of 4 trestle tables.

Optional Additional Charges

- TABLE HIRE – Stallholders are encouraged to bring their own table; however, tables can also 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.

Please note that there is no Art Show this year.

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 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. The 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 Family Fair is a safe and OH&S compliant event.

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

- food or beverages
- helium balloons.

INAPPROPRIATE ITEMS: Stallholders must comply with any request by the Stallholder Convener 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:

- **FAMILY FAIR:**
Saturday 4th Nov 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 at 4pm.

Submission of Application

Please complete the **online application form** which can be found at www.glenaeonfair.com/stall-application.

Payment must be made in full at the time of application. No part-payments will be accepted, and applications will not be considered until full payment has been received.

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

How to Pay

Please pay by Direct Deposit to the following account:

- Glenaeon Parents Association
- BSB 062 022
- A/C 10001082

Please include your name and "Fair Stallholder" as reference, and email proof of payment to fair@glenaeon.nsw.edu.au.

PLEASE NOTE

The submission of an application does not guarantee a place. The Stallholder Convener 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 Family Fair. Thank you for helping to make the event a positive experience for all.