

## *French Christmas Market - 1<sup>st</sup> of December 2018*



# Information Pack

# About Lycée Condorcet Sydney

- LCS is an international French independent, co-educational day school located in the Eastern Suburbs of Sydney in Maroubra with students from Maternelle to Year 12.
- The school is registered with the French Ministry of Education and is a part of the AEFE (Agency for French Teaching Abroad). The AEFE network is made up of 495 schools in 137 countries.
- At LCS our mission is to give students a world-class education in an international environment that allows them to graduate as French-English bilingual citizens of the world.
- The LCS currently counts 1000 students, and 150 teachers and staff members.



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- We are expecting to host over 40 quality stalls offering the best French inspired products to allow visitors to come and do their Christmas shopping for unique gifts, foods and homewares.
- There will be Christmas activities on hand to keep the younger children entertained while their parents are free to discover all the fabulous things on offer.
- The aim of the LCS French Christmas Market is for you to succeed and sell! We want to see a lot of traffic and success for all stallholders that join us that day. We will promote the market extensively to generate great exposure for your business among the French community as well as to the local Eastern Suburbs community, via:
  - Digital Media: Facebook, Instagram, School website, local market websites, le Petit Journal, le Courier Australien, SBS radio
  - Print Media: Southern Courier, Wentworth Courier....
  - Associations, community, institutions : Sydney Accueil, FACCI, Alliance Française, AEFÉ, Randwick City Council.
- The market will have a vibrant atmosphere with live music and performances from the students, great French food and activities for the little ones and the perfect place to shop for Christmas.
- We will also have a Christmas Tree under which we will encourage students, stallholders and visitors to leave a wrapped new toy for those children less fortunate at the Sydney Children's Hospital.
- If you think the French Christmas Market is the right fit for your business, we invite you to fill out the stallholder application form and send it to: [christmasmarket@condorcet.com.au](mailto:christmasmarket@condorcet.com.au)

## *French Christmas Market - 1<sup>st</sup> of December 2018*

- **Date:** Saturday 1 December 2018
- **Time:** 10am – 4pm
- **Location:** Lycee Condorcet Sydney – 758 Anzac Parade, Maroubra NSW
- **Arrival Time:** You may commence set-up from 7.30am. Vehicles will have access to the school's parking lot to unload. All cars must be moved from the parking by 9.30am at the latest. No on-site parking is available – all cars must be moved to off-site street parking.
- **Departure Time:** You may not commence to pack up until 4pm. Vehicles will be allowed back onto school grounds once all visitors have left.
- **Weather Policy:** The market will trade in all weather conditions. Please ensure that you are prepared to have cover if necessary. No credits or refunds will be issued in case of bad weather.

# Stallholders

- To secure your spot please fill out the stallholder application form and return it to [christmasmarket@condorcet.com.au](mailto:christmasmarket@condorcet.com.au) along with a copy of your Public Liability Insurance (PLI) and Food Safety Supervisor Certificate (if applicable).
- We will require a full description of all the items you will be selling to ensure a variety of choice and limit competition between our stallholders. Adding images of your stall/products to your application is ideal to assist us in the assessment process.
- We will review all booking requests and may limit the number of stallholders offering similar products.
- The deadline to receive all stallholder booking requests is **Thursday 1 November 2018**.
- Once all applications have been received we will send out emails to all successful stalls with clear instructions on how to finalise payment. Invoices will be sent out and must be paid within 7 days of receipt.
- Your application and placement at the market will be confirmed once payment is received. Stall allocations and set-up times will be sent out 1 week prior to market day.

## Stall Costs

- Cost of a stall: includes one trestle table and one chair\*.
  - Indoor 2m x 2m \$100
  - Outdoor 3m x 3m \$120
  - Food Stall (food being eaten on site) \$180
  - Power (must be pre-booked) \$20
- The fee of your stall must be paid as soon as your successful application has been confirmed. Stall fees are non-refundable and non-transferable.
- A copy of your Public Liability Insurance (PLI) must be provided with payment. Minimum \$10M cover. For food stalls, a Food Safety Supervision Certificate is also required in addition to the PLI.
- Stallholders will be responsible for their own cash handling and payment handling.

\* Additional tables and chairs are available upon request (must be pre-booked)

# Sponsorship Opportunities

There are several sponsorship opportunities

Gold Sponsor

(1 available)



Arts and Craft area sponsor



Food Court area sponsor



Silver Sponsors

(4 available)

Christmas Choir area sponsor



Hall sponsor



# Sydney Children's Hospital Partnership

- We are very happy to be partnering with Sydney Children's Hospital.
- We will have a Christmas Tree under which we will encourage students, stallholders and visitors to leave a wrapped new toy for those children less fortunate at the Sydney Children's Hospital.
- To prevent the spread of infection, toys and gifts must be new. They must be individually wrapped and be identified for what age and sex of the child.





# Stallholder Agreement Terms and Conditions

- Incomplete applications will not be considered. Additional images of your products and stall will help in the approval process. The deadline to receive all stallholder application requests is Thursday 1 November 2018.
- An approval letter including payment details will be sent after this date to successful applicants. Payment should be made prior to the event and before Thursday 15 November 2018. A stall will only be confirmed after payment.
- All stalls will be located in the school grounds of Lycée Condorcet (758 Anzac Parade, Maroubra NSW).
- The market will be open to visitors from 10am – 4pm. All stalls must be set-up and ready to trade by 9.30am. All stallholders must be available during market trading hours and pack-up cannot commence before 4pm.
- The fee of your stall is payable to Lycée Condorcet as soon as your successful application has been confirmed. The fee for a food stall is \$180, for an outdoor 3m x 3m stall is \$120 and for an indoor 2m x 2m stall is \$100. Access to power can be requested for \$20. Stall fees are non-refundable and non-transferable. LCS Staff Members can enjoy a special -50% rate.
- A copy of your Public Liability Insurance (PLI) must be received with your application form. Minimum \$10M cover. Failure to provide this document will mean no access will be allowed on the grounds on the day. For food stalls, a Food Safety Supervisor Certificate is also required in addition to the PLI.
- All stallholders are invited to donate a wrapped new Christmas gift for those children less fortunate that will be donated to the Sydney Children's Hospital. Please wrap the gift and identify for what age and sex of the child.
- In the event of wet weather, the LCS French Christmas Market will still proceed. If you are located outside, please ensure that you bring your own cover. It is the responsibility of the stallholder to ensure their stall is safe and secure, and that you prepare for all weather conditions.
- You are only allowed to sell the products/services that you have outlined in the application form.
- Stallholders will be allocated one trestle table and one chair per site. Additional tables and chairs are available upon request. These must be requested on the booking form.
- Outside stallholders can bring their own marquee, tables and chairs. It is the stallholder's responsibility to provide a 3m x 3m marquee if they have requested an outside stall and need one.
- Power is only available to those stalls who have pre-booked and paid for it due to short supply. Should you require to use power at your site, please specify on your booking form. Stallholders must provide all power leads and must adhere to all safety requirements. ALL Power leads and power boards must comply with NSW Safework – and have a current tested and tag attached. Available power the School caters 10amp supply there is limited access to 2 x15amp circuits which will be allocated to first request and only available at an outside location.
- Stallholders will be responsible for their own cash handling and payment handling.
- If stallholders are registered for Goods and Services Tax (GST), the marked price shall include GST.
- Food products must have an ingredients label and an allergy warning label.
- One week before the market, we will inform you of your stall number and a time slot to arrive and set-up your stall. Reminder: all stalls must be ready to trade by 9.30am.
- Vehicle access to the school parking of Lycée Condorcet will only be available on Saturday 1 December 2018 from 7.30am to 9.30am. All cars must then be moved off-site to street parking.
- Due to limited space, no on-site car parking is available. Parking is available on the streets surrounding the school grounds.
- Stallholders must leave with all their rubbish and leave the school grounds as clean as when they arrived.
- Smoking is prohibited at all times in all areas of the school grounds of Lycée Condorcet.