

French Christmas Market - 1st of December 2018



LCS French Christmas Market 2018 Stallholder Application Form

Business Name: _____
 ABN: _____
 Contact Name: _____
 Contact Phone: _____
 Email Address: _____
 Website Address: _____
 Facebook Page: _____

Description of products being sold: _____

Place where products are made: _____

For Food stalls, please provide a list of products: _____

Type of Stall requested (included in your stall fee you will be allocated one trestle table and one chair):

Indoor 2m x 2m	\$100	_____
Outdoor 3m x 3m	\$120	_____
Food Stall	\$180	_____
Power	\$20	_____

Staff Rate: -50%

Please advise if you will need additional tables and/or chairs:

Special requests: _____

I have read and agree to the Terms and Conditions outlined in the Stallholder Agreement

Signature:

Date:

DEADLINE TO RECEIVE APPLICATION FORM: Thursday 1 November 2018

Adding images of your stall/products to your application is ideal to assist us in the assessment process.

Please send them together with your form to christmasmarket@condorcet.com.au

LCS French Christmas Market 2018 Stallholder Agreement – Terms and Conditions

I intend to exhibit for sale and agree with the following 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.