

# NOTICE TO STALLHOLDERS

The Binya Hall Arts & Crafts (BAC) Festival takes great pleasure in inviting your participation in the Festival market to be held on Saturday 26<sup>th</sup> and Sunday 27<sup>th</sup> November.

## WHO SHOULD APPLY

Beginners are welcome! We are always looking for new stalls at the market with great products. If you are a budding creative entrepreneur, or know one, we would love to hear from you. Makers and creators of arts and crafts are highly sought!

## WHAT THE FESTIVAL IS LIKE

The BAC Festival has a variety of stall sites, see booking sheet for more details. These sites are located both inside and outside the hall. Please note that due to the change of format, there will be no dividers this year.

- Inside the Hall – must attend both days. All sites within the hall include 1 x 1.8m trestle table.
  - Stage.
  - Front Awning
  - Main Floor
- Outside the Hall
  - Premium Tent Sites (powered) – must attend both days. Note that numbers are limited. Includes:
    - Set up
    - 3 x 3 marquee with sides
    - Asphalt flooring
    - 1 x power outlet
    - 1 x trestle table (1.8m length)
  - Tent Sites. Includes:
    - 1 x Trestle table
    - Sandbags available for use as weights
    - Need to supply own 3 x 3 marquee.

We are an annual weekend festival celebrating a mix of art and craft stalls. Binya Hall Committee provides an excellent variety of gourmet food and drinks, emphasising local produce. Local musicians will be entertaining throughout the weekend.

## NEW IN 2016

We are hoping to host art demonstrations for the general public over the weekend! If interested, please contact Helen Dalton on 0428 244 842.

## TRADING HOURS

Saturday 10am – 5pm, but you are welcome to continue trading until 7pm if you wish. Food, drinks and music are available in the hall until 7pm.

Sunday 10am – 2pm

## WHEN YOU SHOULD BE THERE

When you arrive in the morning, please go to the bar area for directions to your site.

### Bump In (set up)

Friday 25<sup>th</sup> November

3pm – 5pm

*Or*

Saturday 26<sup>th</sup> November

8am – 9am, ready for a 10am start. Strictly NO bumping in after 9am on Saturday.

### Bump Out (pack up)

If you sell out before trading hours close, please do not pack up as this affects the stalls around you.

Sunday 27<sup>th</sup> November

2pm

Note that the hall is not liable for theft/damage to equipment/products left overnight.

## **S T A L L H O L D E R R E S P O N S I B I L I T I E S**

- Binya Hall Committee will not be held liable for loss, theft or damage to your stall contents at any stage.
- By booking and paying for a stall, you agree to the Binya Hall Committee using photos from your social media to promote your stall and the market.
- It is best to have a friend with you throughout the day, as you are responsible for supervising your stock at all times.
- Clean up after yourself. Your area must be in the same state as you found it on the morning you arrived.
- If you are booked for both Saturday and Sunday, you may leave your set up there overnight. Security will not be provided overnight for the venue, so do not leave valuables behind. Binya Hall Committee is not responsible for any loss or damages.

## **P R O M O T I N G   Y O U R S E L F**

It is vital for the success of your stall that you promote your attendance at the market. A quick tweet or Facebook message saying "I'll be at the Binya Hall Market this weekend with new paintings" or similar, with a few nice photos of your products, makes all the difference.

We will be running the hashtag #binyaartsandcraft and #binyahall on the weekend.

## **S T A L L H O L D E R   C H E C K L I S T**

It is anticipated that you will bring your own extra tables, tablecloth, hanging hooks, chairs, racks, relevant stall props, signage, easels, or whatever you need to make your stall inviting to customers.

- You can hire extra trestle tables from the market for \$10/weekend, but you **MUST** indicate as such on booking form.
- Bring a float, carry bags, and, if applicable; gift wrapping, business cards, basic stationary, basic tool kit, basic first aid kit to be prepared for anything.
- An umbrella if applicable to keep the sun off your wares/to keep customers cool
- If you intend to bring a marquee, confirm the size is 3 x 3m only.
- Something to sit on
- If stall is located outside, sun protection (hats, umbrellas, sunscreen)
- Insect repellent is recommended
- Rain protection, as you never know

- Price tags
- Clips, sticky tape, string etc. These can be useful to hold your goods in place.
- Fan and power board (powered sites only)
- Bin

## **F E E S   A N D   P A Y M E N T**

Refer to the Stallholder Application Form for payment and booking details. Sites must be booked two weeks prior to the BAC Festival. We will not accept bookings after 5pm Friday 12<sup>th</sup> November.

## F A Q

*Can I get money out in Binya?*

Unfortunately there are no ATM or cash withdrawal facilities in Binya. Some stallholders will accept orders or direct deposits, however, be prepared for cash only on the day. Make sure you bring a float!

*Can I share a stall with a friends?*

Absolutely!

*Can I transform my space to reflect my art/craft?*

The sky is the limit to what you can do within your designated stall site space, and we look forward to seeing how you transform your space! However, we will not allow stall holders to encroach on the space of their neighbours.

*Can I bump out early?*

If you are booked in the hall, you must stay for the entire weekend. We ask that all stallholders do not bump out earlier than the bump out time on the day, as it affects the stalls around you, and may cause customers to leave early.

*Do the premium package marquees have sides?*

Yes.

*Can I book a hall site or premium marquee site for one day only?*

No, these sites must be booked and paid for both days.

*Can I book a standard marquee site for one day only?*

Yes.

*Can I keep selling in line with the halls trading hours?*

You are welcome to continue trading beyond the hours above.

*Should I bring an umbrella?*

This is absolutely recommended if your stall is located outside.

*Will there be dividers?*

Due to the changes to the festival sites this year, we will not be supplying dividers, unless you are on the main hall of the floor. If your site is located on the main floor of the hall, we will provide one divider upon request. If there is no request for a divider on the stallholder application form, we will not be supplying one, as numbers of dividers are limited.

*I had a great spot last year - will I have it again this year?*

Sites will be allocated once payment is secured. All attempts will be made

to give you your first choice of site, however, we run on a First in, Best Dressed policy.

Please note that we have changed the layout for marquees significantly this year, so we will not be able to give you the same spot outside. Please see map with the application form to indicate your preference – note that we are only supplying a map for the hall this year.