



Good Shepherd Catholic PS Parents and Friends Association.

Information Pack and Application Form.

Good Shepherd PS is very excited to be celebrating its 40th Anniversary with a Fair on Sunday 5th November.

We hope the Fair will be well attended, visited by current and previous families of the school as well as members of the Good Shepherd Parrish and members of the local community. The fair is run by the Good Shepherd Catholic Primary School P & F Association on behalf of the School.

The Fair Committee is seeking applications from stallholders. If you would like to be involved in this exciting event and can offer products such as fashion, jewellery, design, arts and crafts, home wares or giftware then we would love to hear from you. Please complete the application form and send it via email to the Fair Stallholders Committee (pandf@gsk.wa.edu.au) or print a copy and hand into the School reception.

Event Information

- Date:** Sunday 5th November 2017
- Time:** 10 am to 3 pm
- Location:** Good Shepherd CPS Kelmscott, Arbutnot Street Kelmscott WA 6112

Important Dates

- 28th August:** Applications Close
- 4th September:** Successful stall holders notified
- 11th September:** Stall holder Fees Due
- 5th November:** GSK 40th Anniversary Fair

Thank you for your interest. We look forward to your support of the GSK 40th Anniversary Fair.

❖ *Please note applications will close early should the stall numbers fill prior to the close date listed above, Stallholders will be accepted in order of receipt, late applications will not be accepted.*

Fair Co-ordinators and Executive of the GSK Catholic PS P & F Association.

Selection Criteria

Preference will be given to stallholders whose good possess the following:

- Quality products- particularly if they are unique designer, original or handmade (not second hand)
- Party plan products, like Tupperware, Enjo, Postie, Scentsy, Nature Direct etc.

When selecting stallholders, we will also consider:

- The number of stalls with similar products; exclusively cannot be guaranteed.
- Space, power and other stall holder requirements.

Food stalls will be limited.

The sale of the following items will not be permitted:

- Any items deemed by the Committee to be offensive, illegal or prohibited.

Stallholder Fees and Site Information. Please Tick your preference

3 X 3 M THESE STALLS ARE OUTSIDE UNDERCOVER	\$40	<input type="checkbox"/>
3 X 3 METRE STALLS THESE STALLS ARE OUTSIDE AND REQUIRE YOUR OWN GAZEBO	\$40	<input type="checkbox"/>
POWERED sites – Limited availability in all locations	Extra \$10	<input type="checkbox"/>

Set up time

- 7am to 9am 5th November
- I have read and agreed to the stall holder's terms and conditions of entry noted above. I will ensure that people involved in or assisting my stall will also comply with the same terms.
- I have a current Public Liability Insurance Certificate, copy attached.
- I understand that the GSK Fair is to raise much needed funds for the School. I will not act in a manner which detracts from the purpose and spirit of the event.

Signature _____

Name _____

Date _____

Note: Insurance can be bought on the insurance market through a broker or on the internet. Stallholders could seek one- day insurance quotes from, for example www.marketstallinsurance.com or www.mymarketinsurance.com.au. GSK primary School and the GSK P & F are not associated with these businesses.



Good Shepherd PS Kelmscott 40th Anniversary Fair.

Stall holder Application Form 2017

Name of Stall

Name of Stallholder

Address

Contact phone number

Email

Description of stall and good for sale

Other requirements or information

If you wish to bring your own display equipment or have other requirements, please note them here.

Terms and Conditions for the GSK Primary School Fair

General

1. All equipment is to be provided by the stall holder.
2. The stallholder must ensure all rubbish generated while on school premises is removed and disposed of appropriately.
3. All Stallholders must be covered by appropriate **Public Liability Insurance** whilst on school premises and arrange their own insurance cover. A copy of Current Public Liability Insurance Certificate must be provided with the application form.
4. Stallholders to part in the allocated parking area. Vehicles must be operated safely while onsite.
5. Stallholders must follow any instructions given by School staff or the Fair Committee.
6. The School reserves the right to require the removal of any person or equipment from School premises. If the stallholder is given such an instruction it must be complied with without delay.
7. Trading times are 10am-3pm. Stalls must be supervised and trade for the entire duration of the event.
Set up time is: Sunday 5 November 2017 7am – 9am
8. All merchandise sold must not be illegal, offensive or prohibited. The Fair committee reserves the right to ask you to remove unsuitable items from sale at the fair. Raffle tickets and competitions are prohibited for the stallholders.
9. Merchandise must be as described in the application form, unless otherwise agreed to in writing from the Fair Committee.
10. The location of the stall will be at the discretion of the Fair Committee; however, stallholder preferences will be taken into consideration. Successful applicants will be advised of approximate stall location before the Fete. Stalls may be relocated at any time for any reason. Stall location changes may not be possible on the day, even in the event of wet weather.
11. GSK P&F Assoc and Good Shepherd Catholic Primary School will not be responsible for the loss of or damage to any property of participating stallholders, or any injury or harm suffered by stallholders, agents or employees.
12. You must not cause damage, make alterations or additions to School property. If any damage is caused the cost of repairs making good or replacement will be borne by the stallholder (and paid promptly on demand).

Health & Safety

1. It is the responsibility of stallholders to trade in accordance with **ALL** applicable federal, state and local government laws.
2. It is the responsibility of stallholders to ensure that their products conform to all relevant product safety regulations and guidelines, including Australian Standards.
3. All items must be set-up and maintained in a safe and secure manner. Walkways must remain clear and free of products / equipment (including electrical cords) and displays must not interfere with neighbouring stalls. Any electrical equipment must be safety tested and tagged to the appropriate safety standards. The School reserves the right to remove any unsafe items.
4. It is the responsibility of each stallholder to promptly report to onsite supervisors all incidents including property damage, accident or injury, anti-social behaviour, lost children, any other issue raising or which could raise concern for the Health, Safety or Security of stallholders or the public.
5. Fire equipment and services are not to be obstructed or interfered with.



Application, Acceptance & Payment

1. Once your application is accepted by the Fair committee, you will be notified by email requesting payment. Confirmation is subject to payment being received. Please make payment by:

Direct Payment

Good Shepherd Catholic Primary School P&F Association

BSB: 086-116

Account Number: 447461161

Please put name of stall in the description and forward a copy of the remittance to pandf@gsk.wa.edu.au

Payment can also be accepted at the School office or GSK Primary School

2. Completion of the application form and payment of stallholder fees constitutes agreement by the stallholder to attend the fair and abide by the terms and conditions of GSK Primary School Fair contained in this document. If you are unable to attend, stallholders must notify the Fair Committee a minimum of 2 weeks before the Fair. After this date, payments already made are non-refundable.