



Jannali East's 60th Anniversary Fete 2016

Information Pack and Application Form

Jannali East Public School is very excited to be celebrating its 60th Anniversary with a Fete on Sunday 6 November 2016. We hope the Fete will be well attended, visited by families of the School, as well as members of the local community. The Fete is run by the Jannali East Public School P&C Association on behalf of the School.

The Fete 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 craft, homewares or giftware then we would love to hear from you. Please complete the application form and send it via email to the Fete Committee (community@jepspandc.org.au) or submit online (www.jepspandc.org.au/stall-application).

Event Information

Date: Sunday, 6 November 2016

Time: 10 am to 3 pm

Location: Jannali East Public School, 500 Box Road, Jannali 2226

Important Dates

2 September: Applications close

16 September: Successful stallholders notified

14 October: Stallholder fees due

6 November: JEPS 60th Anniversary Fete

Thank you for your interest. We look forward to your support of the JEPS 60th Anniversary.

Fete Co-coordinators and Executive of the JEPS P&C Association

500 Box Road,
Jannali NSW 2226

community@jepspandc.org.au

www.jepspandc.org.au





Selection Criteria

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

- quality products – particularly if they are unique, designer, original or handmade (not second-hand),
- not mass produced, disposable or have excess packaging.

When selecting stallholders we will also consider:

- the number of stalls with similar products; exclusivity cannot be guaranteed,
- space, power and other stallholder 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,
- replica or toy weapons, including laser pointers,
- alcohol.

Stallholder Fees and Site Information

Large Outside stalls - 3m x 3m These stalls are outside on asphalt. Gazebos must be weighted down, as the use of tent pegs is not possible.	\$60 (JEPS Families \$50)
Small Outside stalls – 1.5m x 1.5m These stalls are outside on asphalt. Tables are recommended. Gazebos must be weighted down, as the use of tent pegs is not possible.	\$30 (JEPS Families \$25)
Powered sites – Limited availability in all locations	Extra \$10



Terms and Conditions for the JEPS Fete

General

1. All equipment is to be provided by the stallholder.
2. The stallholder must ensure that 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. There is no parking available on the School property. Vehicles should be parked in the surrounding streets away from the entrances to the School to allow for visitor parking. Vehicles must be operated safely while onsite.
5. Stallholders must follow any instructions given by School staff or the Fete 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. All stalls must be packed up and off site by 3.30pm.
Set up times are:
 - Saturday 5 November 2016, 3pm to 5pm.
 - Sunday 6 November 2016, 7am to 9am - the playground needs to be clear after this time to allow for event set up.
8. All merchandise sold must not be illegal, offensive or prohibited. The Fete committee reserves the right to ask you to remove unsuitable items from sale at the fete. Raffle tickets and competitions are prohibited.
9. Merchandise must be as described in the application form, unless otherwise agreed to in writing from the Fete Committee.
10. The location of the stall will be at the discretion of the Fete 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 and for any reason. Stall location changes may not be possible on the day, even in the event of wet weather.
11. Jannali East Public School and Jannali East Public School P&C Association will not be responsible for 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. The Fete Committee has the final decision on stallholder acceptance and the items that can be sold at the JEPS Fete.
2. Once your application is accepted by the Fete Committee, you will be notified by email requesting payment. Confirmation is subject to payment being received. Please make payment by:

Direct Debit

Jannali East Public School P&C Association

BSB: 062 186

Account No: 0090 0048

Credit Card

www.jepsandc.org.au/anniversary

(includes approx. 2% surcharge)

Please put name of stall in the description and forward a copy of the remittance to **community@jepsandc.org.au**

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



JEPS 60th Anniversary Fete Stallholder Application 2016

Name of Stall

Name of Stallholder / JEPS Family

Address

Mobile phone number

Email

Description of stall and goods for sale

Other requests / information

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





Requirements

- Outside stall (3m x 3m) \$60
- Outside stall (1.5 x 1.5m) \$30
- Outside stall (3m x 3m) – JEPS Family \$50
- Outside stall (1.5 x 1.5m) – JEPS Family \$25

Power required

- No
- Yes (additional fee of \$10)

Set up time

- Saturday 5 November:
3pm – 5pm
- Sunday 6 November:
7am – 9am

Raffle / Silent Auction Donation = \$10 discount on stallholder fees

- Yes, I can make a donation to the Raffle / Silent Auction

Note: Donated items must be to the value of \$20 or more, please list below:

- I have read and agree to the stallholder 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 JEPS Fete 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:

<https://www.marketstallinsurance.com/market-stall-insurance>
<http://www.mymarketinsurance.com.au>

Jannali East Public School and the Jannali East Public School P&C Association are not associated with these businesses.

