

Artisan Market 10th December 2021

Stall Holder Expression of Interest (EOI)

Where: West Winds Community Centre, 3528 Channel Highway, Woodbridge.

When: Friday 10th December 2021

Time: 4:00 – 8:00pm

Important note! This will be an all-weather indoors and outdoor event. Stall spaces include indoor, outdoor undercover and outdoor open space (no cover). We will try our best to accommodate all requests, however indoor and undercover spaces are very limited.

| | | |
|---|--|--|
| Name | | |
| Contact phone | | |
| Contact email | | |
| Stall name | | |
| Craft you wish to display You are welcome to attach photographs, but not required. | | |
| Number of people attending stall | | |
| Table requirements | Do you require a stall table?* | |
| | *Please note provided tables are limited | |
| Marquees This will be an all-weather event. If you are allocated an unsheltered outdoor stall location you will need to be responsible for your own shelter. We will still try our best to meet all requests. | If you would like to bring your own table, what are the dimensions?* | |
| | *You may be required to use the tables provided as space is limited. | |
| Chair requirements | Do you have a marquee? | |
| | If so, what are the dimensions? | |
| Any additional/special requirements* *note that we may be unable to meet all requests due to capacity and resources | Do you require a chair/s? | |
| | How many? | |

What will be provided:

- Table and chairs on request (if available). Table size provided approx. 1800mm x 600mm.
- Building/venue will be open from 2pm for set up.
- Both indoor and outdoor stalls will be available (indoor numbers are limited).
- Parking available nearby on premises for both stall holders and market patrons.
- Volunteers will be present to assist you with any enquiries on the day.
- Event and payment details will be provided once your stall is confirmed.
- **CANCELLATIONS:** You will receive a full refund for cancellations before 12/11/21. Any cancellation after this date will forfeit their registration cost.
- Any enquiries will be responded to within seven days.
- You will hear from us by Friday 22nd October with stall confirmation.

Stall holder requirements:

- Stall holders will be required to clear their stall at the end of the market. Rubbish facilities are limited, so please take out with you what you bring in.
- You will need to provide your own payment facilities, WIFI is unavailable.
- In the unlikely event where damage is inflicted by you or your stall on or within the West Winds property, stall holders will be responsible.
- As a stall holder, you will be required to adhere to West Winds Community Centre and the Tasmanian Government COVID-19 policy and procedures.
- In the unlikely event that West Winds cancels the Artisans Market, your registration fee will be reimbursed in full.
- **COSTS:** Stall registration cost is \$25. If food vans require power this will be an *additional* \$10. Power will be available to food vans *only*. Payment details will be provided once your stall is confirmed.

Due to limited spaces, unfortunately we may not be able to accept all registrations.

Please sign below to ensure you have read and accept these conditions.

Name _____

Signature _____ Date _____

Please return signed EOI to West Winds by **Friday 8th October 2021** to:

Email: westwinds@woodbridge.com.au
Address: West Winds Community Centre
PO Box 59, Woodbridge, Tas, 7162
Enquiries: (03) 6267 4713