Greetings!

The Salvation Army School for Officer Training College Gala Day is on again. This is an exciting fundraising event held annually at the School for Officer Training College Campus at Bexley North, and we would like to extend to you the opportunity to be a part of it.

Our annual Gala Day Celebration will be held on **Saturday 17th October 2015**. The money raised from this year’s day will be put towards the ongoing training of current and future cadets of The Salvation Army’s Australian Eastern Territory.

Gala Day is a Fete-type event with many exciting activities happening on the day including live entertainment, a touch football tournament, kid’s activities, auction and The Marketplace. I am writing to invite to be a part of this great day by holding a stall in The Marketplace. **For just $40 (special price of $70 for 2 sites)**, this could be an opportunity for you to advertise your business, raise some money and sell your wares to the hundreds of visitors Gala Day receives every year.

In anticipation of your interest this year we have enclosed an information pack including a stallholder agreement and terms and conditions for stallholders. If you have held a stall with us before please read the information carefully as some items may changed. If you require any further information please do not hesitate to contact either myself or Anthony Hunt

We look forward to hearing from you.

Yours sincerely,

Matthew Sutcliffe (Cadet)

The Salvation Army

matthew.sutcliffe@aue.salvationarmy.org

anthony.hunt@aue.salvationary.org

**STALL HOLDER AGREEMENT**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to operate my stall or activity in full compliance with the ‘Stall Holder Terms and Conditions’ enclosed with this agreement.

I understand that my payment for a site or sites is given as a NON REFUNDABLE DONATION of **$40 per site ($70 for 2 sites)**, to The Salvation Army Training College and is not approved for tax deduction purposes. Fees are to be paid upon booking with a refund available only if the Market Stall coordinator is notified fourteen (14) days prior to the Gala Day or in the case of cancellation of Gala Day by event organisers.

The convenor, their nominee or The Salvation Army offers NO GUARANTEE whatsoever of Gala Day customer numbers or weather conditions.

I have read and understood the enclosed ‘Stall Holder Conditions and Instructions’. (Please tick to verify)

* Stall site fees and size
* Operating times
* Booking your stall site
* Prohibited Stall Activities
* Special Information related to stalls of plant or landscaping material
* Wet weather
* Setting up your stall on the day
* Operating your stall
* Public Liability Insurance requirements
* Dismantling your stall

Name (please print clearly): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of stall or activity (description of goods and services): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like the same site as last year if possible (please circle): Yes No No. of sites: \_\_\_\_\_\_

I would like to reserve a car parking space on the grounds of Bexley North Primary School: Yes No

Any further comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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For Administration Only

**Accepted on behalf of the Salvation Army School for Officer Training**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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THE SALVATION ARMY, SCHOOL FOR OFFICER TRAINING

GALA DAY MARKETS – **Saturday 17th October 2015**

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**STALL HOLDER TERMS AND CONDITIONS**

The Gala Day Markets are a fundraising initiative of The Salvation Army, Australia Eastern Territory Officer Training College. The markets are held on the grounds of the college at 120 Kingsland Road, Bexley North. Please read through this information and if you have further questions please feel free to contact **Cadets Matthew Sutcliffe or Anthony Hunt (Marketplace Coordinators).**

**1. Stall site fees and size**

* The size of your site is 3m x 3m square, located in the driveway and car park of the college grounds.
* Each site will be charged at a cost of **$40** (**$70 for 2 sites)**
* Multiple sites are available upon booking and payment.
* Tables, power, or shade providers are not supplied.
* All profits you make on the day are your own, your only contribution to the college is your booking fee.

**2. Operating Times**

* Stallholders need to have completed their set up and removed their car from the grounds by **7:45am** (Car entry will be permitted between **6:30am and 7:30am** ONLY for setup).
* Public access will be between 8:00am and 3:00pm.
* Stallholder vehicle access will resume at **3:00pm**. Sites are to be cleared by **4pm**.

**3. Booking your stall site**

* Payment of site must be returned with a signed copy of the agreement at least 14 days prior to Gala Day.
* Copies of Certificates of Currency for Public Liability insurance are to be forwarded to The Marketplace coordinators at time of booking. **Sites are booked and allocated on a first in first served basis.**
* In good faith we accept your booking in advance. If circumstances change and you are unable to attend the Gala Day markets please contact the Marketplace coordinators. Please note that refunds will only be available for those bookings cancelled 14 days prior to Gala Day. Refunds will also be given if the event is cancelled by organisers.
* There are 15 car spaces available for stall holders within the grounds of the neighbouring Bexley North Public School car park. If you would like to reserve a space please indicate this on your stall holder agreement form, these will be allocated in order of receipt of booking and payment, and on a first in first served basis. It is recommended stall holders use this parking facility.
* The School For Officer Training Gala Day Committee reserve the right to refuse a Marketplace booking.

**4. Payment Options**

* Payment can be made by cheque, credit card, money order or for Salvation Army Corps and Centres by journal.
* Please make out cheques to The Salvation Army and mail with stallholder agreement and insurance information.
* For credit card payments please email Marketplace Coordinator the following information:
	+ Type of card – ie, Mastercard, Visa, etc
	+ Name on card
	+ Account Number
	+ Expiry Date
	+ Please state the amount you authorise us to charge to the credit card.
* Please have money orders made out to The Salvation Army and mail with stallholder agreement and insurance information.
* NB- Salvation Army Corps/Centres – Please email the full GL account number you wish to be charged as well as the amount you authorise us to charge to the Marketplace Coordinator.

**5. Prohibited Stall / Activities**

All stall holders are required to trade in a legal, ethical, moral and cooperative manner, having respect for the principles and values of The Salvation Army. In response to this statement, the following stalls / activities are **not permitted** at the Gala Day Markets:

* The sale of alcohol, tobacco products or prohibited substances.
* The sale or display of goods of a sexual or pornographic nature.
* Activities based on a principle of gambling, e.g. Raffles, chocolate wheels.
* The sale of products that are deemed illegal in the regular course of commerce in this state, eg. Fireworks.
* Stalls involving palmistry, tarot cards, horoscopes, fortune telling or similar.
* Activities that are high risk or potentially injurious to people’s health and safety.

**6. Special information related to stalls of plant or landscaping nature**

If you are selling Pot Plants or landscaping material that has travelled from the Brisbane area, you must contact the Department of Primary Industries for an inspection of the material. A FIRE ANT DECLARATION (FAD) form needs to be completed before selling products at the Gala Day markets. Call 1800 888 251 for further information.

**7. Wet Weather**

Gala Day will be cancelled when bad weather makes the conducting of activities totally impractical. If there is light or intermittent rain the Gala Day will go ahead. **The Marketplace coordinators strongly recommend that stallholders provide themselves some form of shelter from any light rain or sun (e.g. folding gazebo, etc).** Any stallholder who chooses not operate their stall on the day will not receive a refund unless organisers decide to cancel the event, in which case stallholders will receive a refund.

**8. Setting up your stall on the day**

* Report to college gate for entry for stall setup between **6:30am and 7:30am**.
* Move as directed to allocated stall site.
* **No fittings or fixtures will be supplied (including tables, chairs, shelter, etc); this is the responsibility of the stallholder.**
* No pegs, fixtures or markings are to be joined to bitumen or concrete pathways.
* No blocking walkways with obstacles, barriers, leads or ropes.
* All structures are to be sturdy, safe and wind resistant.
* Vehicles are to be parked on the street or neighbouring school car park unless prior arrangements have been agreed to.
* Rubbish and waste are to be contained within the stall and then removed completely by the end of the day. Please do not spill oil, grease or chemicals onto the driveway, gardens or grass.
* Please note the operating times and conditions with regard to vehicle access to the college grounds.

**9. Operating your stall**

* Stay within the allocated site boundary that will be numbered and marked accordingly.
* Please keep noise to a minimum, particularly music and PA systems.
* It is in your best interest to ensure all personal items, valuable and money is kept secure at all times. The Salvation Army School for Officer Training College will not assume responsibility for stallholders’ personal items.
* If you encounter operational problem or difficulties, please contact The Marketplace Coordinators as soon as possible.
* If selling food, all items must be individually packaged and labelled with clear labelling of all ingredients and date of production. Also strict food safety and food handling guidelines must be adhered to. E.g. cold or frozen items must be refrigerated, hot items kept warm and gloves must be used when handling food. (For more information visit http://www.foodstandards.gov.au/code/Pages/default.aspx)

**10. Public Liability Insurance requirements**

* The stall holder must lodge a Public Liability Insurance Certificate of a minimum of ten (10) million dollars with the application. Contact your insurer for verification and a copy of the Certificate of Currency.
* NB – Salvation Army groups raising funds exclusively for Salvation Army purposes are automatically covered (this must be stated on your application, as well as the Salvation Army Corps/Centre you represent).
* NB2 – Salvation Army officers and their families wishing to hold a stall raising money for themselves will need to contact the Insurance Officer in the Finance Department at THQ. Please forward an email detailing the items you wish to sell and confirm you will be covered by Officers Personal Liability Insurance.

**11. Dismantling your stall**

* **Gala Day will operate from 8am until 3pm**. As a stall holder you agree to remain on the site until 3pm. Please contact The Marketplace Coordinators if you need to leave earlier prior to the event.
* You are expected to have cleared your site by **4:00pm**, unless prior arrangements have been made.
* Please leave your site clean and free of rubbish and any unsold items.
* If the weather conditions become unsavoury, please be careful in dismantling any fixtures or fittings.
* Exercise care and safety in manoeuvring trailers and vehicles.