



Market Day Information

All the best for Market Day - from the ABL Team!

Setup Times

We have carefully planned our set-up schedule so that it provides the smoothest bump in possible. Please adhere to times carefully. If you are late for your allocated time, you will need to work around others. The schedule for bump in can be found at the end of this letter. We will be at the venue setting up for the market **from 7:15am** (when the venue gates open) and will be able to assist and support you in any way that we can.

Stallholder Parking

Please study the floor-plan map carefully so that you are clear about your entry / unload point. Please do your best to stick to the allocated times so that the unloading (and busiest, most stressful part of the day!) goes smoothly.

While unloading your vehicle, you can park your car near your designated entry point, close to the side doors, or the main foyer entrance door. Please **unload as swiftly as possible** and **leave any setting up for once you have unloaded all of your goods and parked your car off site**. Please be mindful of all other stallholders when you choose where to park whilst unloading.

As soon as you have finished unloading please move your vehicle away OFF SITE, to enable patrons to use the car parks. Please be mindful of local street parking conditions. Most of the area surrounding the school is free, however please note that it is not acceptable to park partly on the footpath. Last event some vendors did this and were unfortunately issued with parking tickets. Please park as carefully as possible, whilst offloading. We have over 60 vendors, so it will be a busy morning! Please be patient and thoughtful of your fellow traders.

Please be mindful of these same considerations and courtesies at bump out also – this can be a stressful and busy time, so please **don't leave your car blocking thoroughfares** whilst loading goods back into your car.

Stall Location

All stalls will be identified with a label on a chair. On or near your chair, you will find your lanyard, which we ask that you wear all day. If requested, your trestle will also be waiting for you at your stall. **Please return your lanyard** to one of us or leave it on your chair at the end of the day. Your stall area will be marked. Please adhere to your allocated space.

You will be emailed a floorplan one week prior to Market Day.

Powered Stalls

If you have applied for a power stall at our market this Sunday you will be required upon setup to provide adequate documentation to show that all power cords and electrical devices have been professionally tested and tagged. A member of our ABL team will be checking this documentation prior to the beginning of our market at 10am. Failure to provide documentation **WILL** result in no power being provided. Under the current legislation we are required to have adequate documentation in place.

Fitting Rooms

Fitting rooms will NOT be provided at the event. As we have a fashion parade, this space will be used for dressing, changes and storage of clothing. PLEASE respect this and **do not** send your customers to the space. For fashion stalls, we suggest that you provide your own fitting room or screen etc, within your allocated stall space. The fashion parades will be held at 11:30am and 1pm.

Smoking

There is a NO smoking policy across the entire school property.

ATM

As you are already aware, there is NO ATM at the venue. Please ensure that you have a plan already in place for sales to customers without cash. Don't forget your kitty / cash box!

Clean Up

You are required to please **take all rubbish** generated with you. We do not have the facilities to dispose of cardboard packaging etc. Please do not pack up your stall prior to 4pm, unless you have sold out. Please notify either of us if an emergency requires you to leave prior to 4pm.

Bump-In Times

You will be notified of your Bump-In time one week before Market Day.

Contact Numbers

If there are any emergencies on Event Day you can contact us on our mobiles. It is advised to send a text message if possible. If calling and you get no answer please leave a message and we will return your call as soon as possible.

Penny – 0403 576 154

Tracey – 0410 462 547