



2024 Spring Fair Stallholder Information

NOTE: NO ELECTRICITY is provided for stallholders at the 2024 Spring Fair.

NOTE: 2024 Spring Fair is an All-weather event. Please do not apply if you do not wish to trade in bad weather. (If the weather is extreme or dangerous, the market may be cancelled by the Spring Fair Committee with fees potentially transferred to the 2025 Spring Fair, but not refunded)

Process and Procedure for Stallholders at 2024 Spring Fair

1. Stallholder Expression of Interest Application

The Stallholder Expression of Interest Application serves as the initial step for vendors interested in participating in the 2024 Spring Fair. This application will be made available on the College website and can also be obtained through the College Administration Office. Submission of the application is to be done electronically via email within the specified deadline.

2. Review and Selection Process

Upon receiving Stallholder Expression of Interest Applications, the 2024 Spring Fair Committee will review each application thoroughly. Criteria for selection may include the uniqueness of products/services, adherence to health and safety regulations, compatibility with the ethos of the Spring Fair, and available space. The Committee may also prioritise local businesses and College-affiliated vendors. Once the review process is complete, stallholders will be notified via email or phone regarding their acceptance to participate in the Spring Fair.

3. Booking Finalisation, Payment & Fees and Confirmation

Accepted stallholders will receive an invitation to finalise their booking via an online booking system. In this online system, stallholders will be able to choose their stall location and finalise payment and fees. Stallholders will be required to confirm their participation within a specified timeframe to secure their stall.

Stall fees are as follows:

Standard Stall (4x4m / 4x3m): \$85

Large Stall (6x4m): \$125

Food/Drinks Stall: \$395

Once completed paperwork has been received and payment has been finalised, a confirmation document will be sent via email outlining the details of the booking, including stall location, set-up and dismantling timings, and any additional instructions.

4. Preparation and Setup

Stallholders are responsible for ensuring that they comply with all health and safety regulations, including obtaining any necessary permits or licenses required for their stall operation. Stallholders must arrive at the designated setup time on the day of the Spring Fair and set up their stalls according to the provided guidelines.

5. Spring Fair Day Operations

Stallholders are expected to maintain their stalls throughout the duration of the Spring Fair, ensuring cleanliness, safety, and attractiveness of their displays. Any issues or concerns during the Spring Fair should be communicated to the Spring Fair organisers promptly for resolution.

6. Post-Fair Responsibilities

After the Spring Fair concludes, stallholders are responsible for dismantling their stalls and cleaning up their designated areas. Feedback forms may be provided to stallholders to gather input for improving future Spring Fairs.

7. Marketing and Promotion

The College Spring Fair Committee will undertake marketing and promotional activities to attract visitors to the Spring Fair, which may include social media promotion, posters around campus, and local advertising. Stallholders are encouraged to promote their participation in the Spring Fair through their own channels, such as social media and newsletters.

By following this process and procedure, the College Spring Fair aims to create a vibrant and successful event for both stallholders and attendees.

If you have any questions, please contact cessnock.springfair@spcc.nsw.edu.au



**2024 Spring Fair Stallholder Application
Expression of Interest**

Business Name		
Business ABN		
Business Website		
Business Facebook Page		
Business Instagram Page		
Contact Name		
Contact Number		
Email Address		
What category does your stall fall under	<input type="checkbox"/> Toys <input type="checkbox"/> Homeware / Giftware <input type="checkbox"/> Indigenous Products <input type="checkbox"/> Art / Photography <input type="checkbox"/> Skincare <input type="checkbox"/> Food: please specify	<input type="checkbox"/> Clothing <input type="checkbox"/> Personal Accessories <input type="checkbox"/> Jewellery <input type="checkbox"/> Services <input type="checkbox"/> Tourism <input type="checkbox"/> Other: please specify
Description of Product/s		
Please attach the following with your application	<input type="checkbox"/> Copy of Driver's License / Photo Identification <input type="checkbox"/> Copy of Business Registration (if applicable) <input type="checkbox"/> Copy of Public Liability Insurance <input type="checkbox"/> Copy of Food Registration (if applicable) <input type="checkbox"/> Photos of your products	
Signature		
Date		