St Johns Primary School

St Patricks Day Autumn Fair

Saturday 14th March 2015

From 4.00 to 7.00pm
The **St Johns Primary St Patrick’s Autumn Fair** will be promoted to appeal to all ages and will maintain a grassroots community focus. In particular, it will have a strong family, multicultural and youth focus featuring markets, information stalls, community groups, children’s activities and entertainment.

Some of our entertainment includes Irish dancing, Irish music and our Leprechaun Drop.

In committing to the organising, marketing and promotion of the event, The St John’s Primary will utilise its resources to coordinate a successful event. We believe with our dedicated advertising our event shall be successful with the main demographics being children aged 5-12. However with our fair being outside school hours for the first time, we will be able to target all family.

It is free entry for our patrons.

As a stall holder, you will become part of the generic advertising campaign for the St Johns Primary St Patrick’s Autumn Fair which will incorporate the following mediums:

**A) Signage**
- Banners will be placed around the Dubbo area as well as light post banners that will be placed along Cobra Street, Sheraton Road.

**B) Print**
- Newspaper advertising through the Photo News and other relevant publications.
- Posters will be displayed in the throughout the local community noticeboards and local retailers.

**C) Direct Mail**
- Direct mail campaign both printed and via email will be distributed to local residents, community associations and local businesses

**D) Publicity**
- Media releases will be distributed to relevant media groups for publicity purposes

**E) Technology**
- The St Johns Primary School website ([http://www.stjohnsprimarydubbo.catholic.edu.au/](http://www.stjohnsprimarydubbo.catholic.edu.au/)) will have a dedicated section heavily promoting the St Johns Primary St Patricks Autumn Fair and containing the latest information
- We encourage any stallholder to utilise their Facebook page by sharing our Fair posts or doing their own individual posts.
The *St John's Primary St Patrick's Autumn Fair* is seeking stall holders to take part in this dynamic and entertaining day. We welcome you to advertise your business by having a stall.

Stall Holders Prices are as follows:

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<th>Site size</th>
<th>Fee</th>
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<tr>
<td>3m x 3m</td>
<td>$25 + small donation towards raffle</td>
</tr>
<tr>
<td>6m x 6m</td>
<td>$50 + small donation towards raffle</td>
</tr>
<tr>
<td>Extra metres</td>
<td>$10 per extra metre of frontage</td>
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must provide own tables / marquee, (please indicate exact size of setup on application form).

Stall spaces are limited and must be booked in advanced by completing the attached application form and returning it along *with your payment and copy of Public Liability* to St John’s Primary ASAP to give your self the best possible chance to get a position.

*Please note:*
- Stallholders must pay on the day. A P&F representative will come along to collect your fee and donation.
- We will contact you within 7 days to confirm your stall, site location of stall, any relevant information relating to the event and will notify you as soon as possible if for any reason we have to cancel or postpone the fete.

**Set-up:**
Set-up will begin from 12 midday onwards. Please be mindful that the Fair officially starts at 4pm, however we are expecting patrons to start arriving at 3.30pm. We request that all stalls be ready to trade from then at the latest.

**Finish time / Clean-up:**
The Fair officially concludes at 7pm. We would request that you are responsible for the pack up and for the cleanliness of their area and ensuring the site is maintained and restored to its pre-existing condition. Stall holders must remove all rubbish generated by their stall. Rubbish bins are located in various positions around the school.
Vehicle Entry
There will parking in area in front of school hall from the Sheraton Road entrance. We advise you bring a trolley for you to help transport there stall goodies to the allocated stall. After you have unloaded we ask that you move your vehicle to a nominated area that you will be advised upon for other stall holders. This needs to all done prior to 3.30pm.

Security
We do have Western Plains Security booked during the Fete times. However, St Johns Primary School P&F do not take any responsibility for any loss of theft during the fete. We ask that you have your vehicle locked and maintain site on your stall at all times.

Toilets
There will be toilets available and a site map will be provided to you either on the day or prior.

First aid:
St Johns Ambulance will be in attendance. Their tent will be set up in a central location. Should you or anyone requesting first aid to be administered, please direct them to this area.

Evacuation Procedure
In the event of an evacuation, the meeting area is out the front of the bus bay area. Please listen to people on the microphones, but you will walk calmly to this area until it is considered safe to move back to your stall.

We trust it shall be a successful event and welcome your participation.

Kind Regards

Belinda Tink
St Johns Primary P&F President.
Stallholder application form
St John’s Primary St Patrick’s Autumn Fair

Details:

Business name: ___________________________________________________

Business address: _________________________________________________

Contact name: ___________________________________________________

Phone: __________________________________________________________

Email: __________________________________________________________

Website (if applicable): ____________________________________________

Facebook Page: __________________________________________________

Who will be operating your stall: ___________________________________

Which stall size do you require? ___________________________________

Does your stall involve Activity with Kids? Yes/No

If Yes, we require the working with children’s card. This can be applied for online at http://www.kidsguardian.nsw.gov.au/Working-with-children/Working-With-Children-Check/apply/apply
Public Liability Attached with Application: ____________________________

*All stall holders must have public liability insurance.* Please include a copy of your Certificate of Currency for minimum $10 million public liability insurance, and any other licence or certificate applicable to your business.

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<tr>
<th>Insurance Details</th>
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<tr>
<td>Insured:</td>
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<tr>
<td>Insurance Company:</td>
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<tr>
<td>Insurance Type:</td>
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Do you give consent for your business to be mentioned in our school newsletter and on any other promotional material for our fete? _________

Please outline your business. Feel free to include a logo we can use for promotional purposes.

Product information: please list products you intend to sell. Please note St John’s Primary School is strictly a NO NUTS primary school
Your site requirements:

Do you require power, and if so, 10 amp or 15 amp power point?

____________________________________________________

Agreement

By completing this form, I acknowledge that I have read, understood and agree to all the terms and conditions stated in the Stall Holder Information Kit.

Name: ________________________________

Signature: ________________________________

Position: ________________________________

Date: ________________________________

Stall Holders are to return application ASAP as there limited spots available.

Please complete and return to stjohnspandf@gmail.com
Or post to:  St Johns Primary
            Parents & Friends Association Fete Committee
            PO Box 4914
            DUBBO EAST  NSW  2830

For further information please contact Belinda Tink on 0428 873 711.