



# GAIA EVENT STALLHOLDER APPLICATION

## Your contact information:

Date:

First Name:

Last Name:

Phone:

Email:

## Emergency Contact:

Name:

Number:

## Information:

What is your business name if you have one? What are your socials (website, FB, Insta).

What will you be offering? (Healing, Reading, Product/s).

Please write a description of your offerings keeping in mind this description will be a reference for advertising.

Do you require power if so what for?

### **Pricing:**

Stallholders & Healers: \$53

Above-average size tables are supplied for all stallholders. Size 2400 long.

Readers: \$35

Supply your own table chairs are provided for all.

### **Payments:**

FULL payment must be paid to secure the booking of your stall. Payments are all paid via bank transfer. When making payment, please include your BUSINESS NAME for ease of identification.

### **Bank Details:**

Account name: GAIA Account

BSB: 633 000

Acc No: 197 903 990

Ref: Your Name/ Business name

### **Location:**

Brown Hill Hall

375 Humffray St N, Brown Hill VIC 3350, Australia

### **Presentations:**

This is free and a great way to promote your offering. We have 30min slots available and spaces are limited.

If you are interested, what is the name of your presentation and what is a brief explanation of what you will be presenting for advertising purposes.

Please join our stallholder Facebook page - GAIA Event Stallholders to keep up to date with all new information. If you do not have Facebook let us know and we can then send you any extra information separately.

## Policies and Procedures

### Arrival and Set Up:

Set up from 7:30am and must be ready by 10am.

A helper will be at the venue from 7:30am and will direct you to your stall. If you are running late for any reason, please contact us immediately.

We are supplying the stall holder tables and chairs. Readers will be required to bring their own small table.

### Pack up:

Cars not to be moved until 4pm. Stallholders are liable for any damage caused to your stall site and responsible for leaving the area clean and tidy.

### Organiser details

Organiser - Anne-Maree 0477 218 360

Email - iamee@live.com.au

Admin - Sarah Troughton 0401 567 196 (emergencies only)

Can also contact via Facebook or Email.

### Car parking

There is a car park out the front of the hall for set up and pack up. Once you have set up, please move your cars around the side near the cricket club or in the street, so we have more car spaces available for the public. This is important as it will help bring more people into the venue.

### Refunds:

Please give a minimum of 7days notice if you cannot attend for a full refund of your stallholder fee. If less than 7 days' notice is given, NO refund will be issued.

### Readers/Healers:

Signage & a table outside in the foyer will be provided to display a photo, your services & booking sheet if required (to be provided by you)

**Readers:** To be fair & to ensure the clients choice is based on an energetic connection, we ask that all readers charge the same rate @ \$50.00 for 20min.

### Important!

**If you can spare some time or know anyone that can volunteer with set up & pack up, we need some help. Tables and chairs are supplied and need to be set up and put back. Happy to supply a lunch voucher & tickets into admission prizes. Please message if you can help.**

**STRICKLY NO DRUGS OR ALCOHOL AT THIS EVENT**

## Code of conduct

All Stallholders must uphold the Code of Conduct.

- **Honesty:** Behave ethically and act with honesty, fairness and loyalty.
- **Respect:** Recognise and support the contribution of each stallholder and respect each other, our event patrons and those with different ideas and from diverse backgrounds and cultures.
- **Friendly:** Keep people informed through active engagement with each other and being open to alternative ideas in a friendly manner.

### **Communication:**

All communication is via email or our GAIA Event Facebook/Stallholder page. Stallholders are required to maintain reliable communication with the Event coordinator. Delayed response to urgent matters may cause cancellation from the stall holders list.

### **Presentation:**

All stallholders are encouraged to decorate their stalls and themselves in line with the Autumn Equinox.

### **Unacceptable Behavior:**

Conflict will not be tolerated between stallholders, retailers, event patrons, or volunteers. Verbal abuse and/or physical abuse will not be tolerated under any circumstances.

### **Attendance:**

Stallholders who are running late or unable to attend due to an emergency or illness must contact the Event Coordinator as soon as possible.

### **Penalties & Breaches:**

Any breach of these terms and conditions by a Stallholder may result in the Event Coordinator instructing the Stallholder to leave the Event immediately. As a result of breaching the terms and conditions, the Stallholder may be excluded from future Events.

## CONSENT FORM

Please tick each box clearly.

Do you consent to any photos/videos being taken for advertising purposes?

YES, I \_\_\_\_\_ grant permission and understand that my image/ recording is purely used for Advertising purposes. I allow for the GAIA Event to promote my offerings and for these images to be publicly displayed on social media platforms.

NO, this is an issue. Please write down what you don't allow so we can do our best to avoid this for you. (example don't want my face in the images).

\_\_\_\_\_

### Public liability Insurance

Yes, I have it. Please note you will be required to send this in with your application form and needs to cover a min of \$10 million.  
If not, you can obtain a one-day market policy from the Ballarat council.

I acknowledge that the information I have provided is true and correct.  
I agree that my insurance is current and up to date and will not expire during the day of the event.

**Payment**  
Stallholder Fees are to be paid once confirmation of your stall is accepted.

**Changes**  
I understand that it is my responsibility to inform GAIA Event of any changes that may occur between filling in this form and the event date.

**Policies and procedures**  
I have read and agreed to all the policies, procedures and disclaimers within this form. I have read and agreed to the code of conduct.

By signing this form, I agree and acknowledge that I have completely read and fully understand the above information.

Full Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_