**Springwood Road State School**  
**Carboot Market**

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**CARBOOT INFORMATION**

**Event Details**

Event: Sunday 21st April 2013 & Sunday 10th November 2013  
Where: Springwood Road State School  
94-120 Springwood Road, Springwood Qld 4127  
Time: 7am – 12pm  
Setup time: 6-7am (gates close for vehicle access at 6.45am to ensure public safety)  
Pack up time: 12pm (no vehicles will be permitted to leave until this time)  
Cost: $15 per outside vehicle space  
$25 per inside hall space (3 x 3mtr)  
Equipment: Bring your own gazebo, tables and chairs  
Equipment hire: $10 per table (inside hall bookings only – a limited amount of tables are available)

**Payment Options**

Please email / fax / post or hand the Registration Form together with your payment. A receipt will be issued once your payment has been processed.

**PAYING IN PERSON**

Payment can be made by **EFTPOS** (Credit Card or Debit Card), **CASH, DIRECT DEPOSIT** or **CHEQUE**.  
Payment can be made at the school uniform shop (beside the tuckshop) **TUESDAY & THURSDAY** between 8-9am. Minimum EFTPOS payment $10.00

**PAYING BY FAX OR EMAIL**

Please complete the Registration Form and fax or email it back.

**PAYING BY DIRECT DEPOSIT**

Please complete the Registration Form and mail, fax, post or email it back together with your payment receipt.  
**Bank account details:**  
Account Name: Springwood Road State School Parents & Citizens Association  
BSB: 064 170  
Account No.: 00900317  
Reference: CBM - Your name  
(For the reference please type CBM and your name to ensure the payment is allocated properly)

**PAYING BY MAIL**

Please complete the Registration Form and mail it back together with your payment.  
Cheques are to be made payable to: Springwood Road State School Parents & Citizens Association

Email: pandcevents@spriroadss.eq.edu.au  
Fax: 07 3341 9481  
Post: PO Box 1817  
Springwood Qld 4127  
In Person: 94-120 Springwood Road  
Springwood Qld 4127
MARKETS & FAIRS TERMS & CONDITIONS

Please remember: There is no access to an ATM machine in the school. Bring sufficient change or a portable EFTPOS machine for your trading.

Food Stallholders

It is the responsibility of all food stallholders to comply with all the health department standards, rules and regulations.

It is the responsibility of food stallholders who are operating with gas or electrical appliances that the relevant safety equipment is on hand (i.e. blanket / fire extinguisher) and to ensure that the equipment is compliant with all relevant workplace regulations and are approved and in date.

Stalls

You will have a space approximately equal to 3m by 3m (inside stall) or a car park space (outdoor stall). You will be required to supply your own gazebo/s, table/s, chair/s and display items. Stallholders must confine their displays and signs to the stall site and keep pathways clear for the safety of patrons. A limited amount of table/s are available for hire. Table/s must be booked and paid for during the registration process.

Walls & Floors:

Please do not pin, staple displays to the walls; however you may use blutack or non-marking adhesive. We ask that no high heel shoes or shoes with spikes (eg. footy boots) are worn in the hall.

Visual Presentation:

Please keep in mind that the visual presentation of stalls and stallholders is very important and a major contributing factor to your sales. Think through and carefully plan out your stall presentation well ahead of time, so that you are fully prepared on the day, and not left feeling stressed, unorganized and disappointed. An untidy or unappealing stall is often left untouched by buyers. Look for new, interesting and beautiful ways to display your items and attract buyers to your stall. Cute wire stands, wicker baskets, old suitcases and trunks, old wooden shelves or crates, bowls, vases or plates - all make for a unique and beautiful display. Don’t forget a gorgeous tablecloth (or 2!) to cover your table.

Bump in & Bump Out

The location and positioning of each stall at the Springwood Road State School Markets & Fairs is at the sole discretion of Springwood Road State School Events P&C Committee.

Stallholders are required to arrive no later than one hour prior to the start of the market and must be ready at the beginning of trading hours.

It is a breach of the Springwood Road State School Markets & Fairs Terms & Conditions to begin packing up your stall prior to the end of trading hours. Springwood Road State School Events P&C Committee reserves the right to refuse future applications from stallholders who breach these conditions.

It is the responsibility of each stallholder to ensure their designated stall area and area immediately surrounding their stall area is left in the same condition as when they arrived. Please take all rubbish with you when you leave.
MARKETS & FAIRS TERMS & CONDITIONS CONTINUED

Weather

The Springwood Road State School Markets & Fairs has stalls both inside and outside and will operate in wet weather conditions. It is the responsibility of all stallholders to be prepared for all weather conditions.

If you have booked an outside stall please be advised that it will be at your own risk, and should unfavourable weather conditions occur on the day you will not receive a refund. Adverse weather is not the responsibility of Springwood Road State School Events P&C Committee and therefore we will not be held responsible for any damage, loss or injury resulting from adverse weather conditions.

Additional Information

We cannot guarantee exclusivity of your product, although we reserve the right to limit stallholders of a similar type in the interests of variety for customers.

Because the market is being held on school grounds, smoking and dogs are not permitted for health reasons.

Contact: All stall holders will be notified before the Springwood Road State School Markets & Fairs of a contact person and phone number for contact on the day. Contact leading up to the Springwood Road State School Markets & Fairs day via email: pandcevents@spriroadss.eq.edu.au. There will also be Springwood Road State School Markets & Fairs staff on hand to help with any problems.

Food & Beverage: We will have food and drink available for purchase.

Power: Please advise if you need power so we can try to accommodate your request. There is limited power.

Licensing and laws: It is the responsibility of stallholders to trade in accordance with Market, State and Local Laws. This applies to anybody selling food. If you are selling food please ensure you have a copy of your current, applicable licences with you in case local Food / Health Inspectors attend. For other stallholders please ensure you conform to any Australian standards pertaining to your product. It is the responsibility of the stall holder to provide adequate public liability insurance.

Loss and Damage: Springwood Road State School P&C cannot be held responsible for loss, damage or thief of any goods.

Refund

A full refund will only be issued to stallholders who provide at least 2 weeks notice for the cancellation of their stall site. No refunds will be issued to any stallholder who cancels their booking within 7 days of the car boot market; this includes cancellation on market or fair days.

Stall Allocation

Stalls will be offered on a ‘first in best dressed’ basis and your stall will not be confirmed until your payment and registration forms have been received.
**CARBOOT REGISTRATION**

Name of booking: 

Contact person: 

Phone number: 

Email address: 

Postal address: 

Type of item being sold  

New  

Used  

Brief description of goods (*i.e. household goods, fresh fruit & vege, handmade items, toys etc*)

Please tick which option you would like to book.

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Total payable $       

**Credit Card Authorisation**

Card type  

Visa Card  

Mastercard  

Card number


Expiry date  ____  ____  /  ____  ____  

CCV _______ (*the last 3 digits at the back of the card*)

Name on card

Card holder signature

Amount:

**Office Use Only**

Date payment received  ____  ____  /  ____  ____  

Receipt number:  ________________