



Portland District Health Twilight Market, 17/11/17

Background Information

In the four years since its inception, the Portland District Health market/fete has grown into one of the much anticipated Portland's events leading up to Christmas festivities. The market has been based on the long standing Hospital Fete that previously ran on the same location, stopping approximately 10 years ago.

We work together with many outside market stall holders to showcase the region's finest wares and provide an opportunity to raise funds for our health service.

2017 dates

Market Date: Friday 17th November 2017

Registration: due in Friday 20th October

Payment: due in Friday 27th October – full payment

Market Site Set up for Stalls: 3pm Friday 17th November 2017

Benefits:

This is a fantastic opportunity to:

- * Showcase your business
- * Network with other businesses
- * Fundraise for your community group
- * Expand your client base
- * Introduce new brands/products to the market

Marketing & Promotional Yields

- * Potential to gain exposure through Portland District Health Facebook page
- * Make sure you attach a Press Release to your application form - the committee may use this in promoting your presence at the market.
- * Let people know you're at the market (e.g. place the market poster on your website, Facebook page, in store promo, advertising).

APPLICATION Terms and Conditions: - This is an application only, not a guarantee.

Portland District Health reserves the right to refuse entry/ restrict what an exhibitor sells at the market. - The stall holder stocks for the market at their own risk. The market or its organizers will not be held liable for any loss made by the exhibitor, through cancellation or other factors. - All food safety and sale of liquor guidelines must be abided by. The market fee is non-refundable and non-transferable – Stall holders have access to the site from 3pm on Friday 17th November for stall set up- All vehicles must be off site and parked by 4.00pm on the day. No stallholders pets are allowed on the market site.

Site Dismantling: You must leave your site/stall position free of rubbish or you will incur any clean-up charges.

Stall holders must be completely set up ready to trade half an hour prior to opening – 4.30pm

Alcohol Guidelines - Exhibitors approved for selling alcohol must apply for their own special liquor license, which will be at your cost. - Exhibitors selling alcohol must have someone on site that holds appropriate licences - Alcohol sales will be restricted to areas, general stallholders will not be permitted to sell alcohol unless through application. - Serving to minors or intoxicated persons will not be tolerated.

Market organisers have final say on allocation of sites.

17th November 2017

From 5.00pm – approximately 8pm

**Location: Ploughed field area opposite hospital,
Bentinck Street, Portland 3305**

Please look for yellow safety vested people for assistance.

Set up from 3.00pm, earlier set up to be negotiated with Carolyn Malseed.

All vehicles to be off market area by 4.15pm

Registration form:

Contact Name: _____

Address: _____

Contact Phone number – mobile: _____

Email address: _____

Cost per Unpowered site (3m x 3m) - **\$20**

Type of stall: _____

Do you have market stall insurance: yes / no

If YES please provide copy of insurance with registration form.

If NO insurance may be possible for a cost of \$10.

This must be registered and paid by 27/10/17. (You will be contacted to provide more information for insurance.)

Streatrader Provider reference number if appropriate for your stall _____

**Please return this form along with payment as soon as possible to main reception,
Portland District Health, Bentinck Street, Portland.**

Payment via credit card is possible.
Please phone (03)5521 0333 (9) to arrange.

For further information please contact Carolyn Malseed
camalseed.pdh@swarh.vic.gov.au

ph : 55221182
on the day : 0409 567 797

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