

Paddington Boutique Fair Registration and Guidelines

Dear Business Owner

Brisbane West Senior Citizens are pleased to invite the local business community to participate in the establishment of the *Paddington Boutique Fair*.

Thank you for registering as a stallholder in the *Paddington Boutique Fair*. Following is a list of guidelines set out to help you when you become involved in the fair. ***By registering as a stall holder, you agree to abide by these Fair Guidelines.***

Our Vision

The BrisWest Centre is an enduring establishment that has served the senior community for over 40 years. In 2014, the centre is re-inventing itself to welcome new generations to iconic Paddington. In the spirit of this, we opening our doors and filling our hall with food, shopping, and entertainment. And in true Paddington style, it's all for a good cause. The proceeds will contribute to the BrisWest Centre Building Fund and member activities. We envisage the *Paddington Boutique Fair* is the place for the community to get a great deal and do a good deed all in one.

Where

BrisWest Centre is situated at 132 Latrobe Tce, Paddington.

When

Our operating times are 7am until 3pm and will be held quarterly commencing 29 March and subsequently 28 June, 27 September and 20 December.

Promotions

To maximize the opportunity and exposure for the Paddington business community and to raise funds for Brisbane West Senior Citizens, we are asking each stall holder to participate in the following promotions:

Registration Prize Draw

We will be inviting the community to register for the event for a chance to win \$500 worth of Paddington shopping vouchers. Each stall holder agrees to donate a \$20 voucher for this promotion. The database may be used for future promotions of the *Paddington Boutique Fair* and other events being held in the Paddington business precinct.

Gift Bags

Stall holders are invited to supply a promotional deal for our gift bags which will be offered at a nominal cost to attendees.

Products

The suburb of Paddington has long been an icon of nostalgic Brisbane, young artists, retro kitsch, and great coffee. The *Paddington Boutique Fair* will gather all these elements under one roof, hosting local traders, artists, and community groups.

Showcasing the uniqueness that is Paddington the market will incorporate the old, the new, the kitsch and the rich with an emphasis on products from local business including:

- fashion, new and pre-loved
- home wares
- arts and crafts
- books, new or pre-loved
- personal products

There will only be approximately 25 stalls.

BrisWest members will open their kitchen to host traditional Devonshire teas, delicious home-made cakes and an old fashioned sausage sizzle.

Stall Management

To make participation as affordable and practical as possible for Paddington business owners, stall management by volunteers and staff of Brisbane West Senior Citizens is included in the stall fee. Therefore business owners are not required to man their stall. This is a similar operating system provided by the Paddington Antique Centre. All sale items will need to be clearly identified and priced. Purchases will be paid for at a central location. An 1830mm x 760 table or equivalent space is supplied. Clothing racks must be brought in by business owners.

Sales Management

A point of sale system will be used to track sales for each stall holder. Suitable arrangements will be made with each stall holder to arrange funds handover. A print out of sales will be available for stall holders.

Setting Up

BrisWest Centre will be available for set up from 3pm to 6pm on the Friday evening before the fair. We aim to achieve a space in which local business owners can show off their wares and promote their store. You are welcome to do the set up yourself or we can assist by setting up for you. If you require us to set up for you, please supply stock at 3pm on Friday before the fair.

Stall holders will need to supply their own merchandising props. Each table will be signed with the appropriate business name.

Setting Down

Please collect unsold stock between 3pm and 3.30pm on the day. Please advise the Event Manager if you need assistance. Business owners may elect to donate the stock which will be used for charitable purposes.

Vehicle Access & Parking

You may use the parking area in the front of the centre to unload stock.

Insurance

All Market Stall Holders must hold their own Public Liability Insurance. If you need to organise insurance, you may wish to check Markets & Fairs Magazine.

Prices

Full table or space* 1830mm x 760mm - \$80 including stall management

Half table or space* 915mm x 760mm - \$40 including stall management

*space is for clothes racks or similar

Smoking

In accordance with the Queensland Tobacco laws and workplace Health & Safety no smoking is permitted in the hall.

If you require clarification of any of these guidelines or further information please speak to:

Danila Franz, Event Manager, on 0410 864 690