

**QRWN Conference 2010 Marketplace for Members and Artisans**

**QRWN 2010 Annual Conference Market Place Guidelines**

Your Name: \_\_\_\_\_

Name of your company, department, school or group: \_\_\_\_\_

Main Contact Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Please note that Market Place stall holders must register for the Conference, minimum 1 day registration plus the Market Place fee of \$55.00 - see the registrations forms on <http://www.qrwn.org.au/conference>

Direct deposit details Account name: Queensland Rural Women's Network Inc – Conference Account  
BSB: 034-226  
Account number: 135851

NB - Please include your name in the reference when lodging the direct deposit

A brief description of the merchandise which will be available on your stall

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

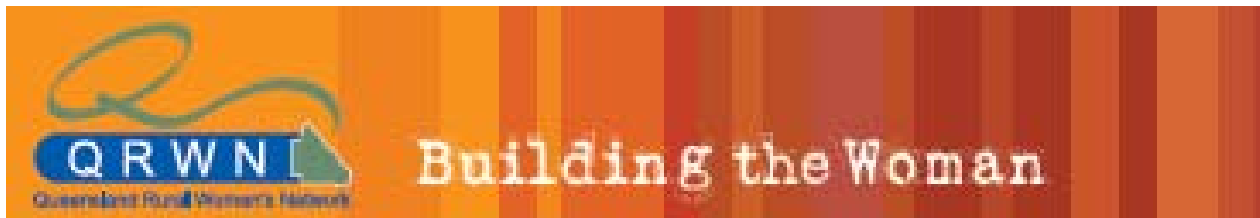
**QRWN CONTACT:** If you have any queries, please contact Lesley Thun 0427 686224 or [hifields2@bigpond.com](mailto:hifields2@bigpond.com)

**Please read the following guidelines carefully and return a signed copy to:**

Queensland Rural Women's Network  
PO Box 1568  
Toowoomba QLD 4350

OR

Fax: 1300 795 516  
Email: [admin@qrwn.org.au](mailto:admin@qrwn.org.au)



### **QRWN Conference 2010 Market Place Conditions & Guidelines**

1. The Market Place will be open 10:00am – 5:00pm, Saturday 4th September 2010. Stall holders or their nominated persons will have to remain with their works from 10.00am – 5.00pm. However, Gallery Artists need to make their own arrangements for additional security (if required) and/or handling of the sale of their works if they choose to leave the Gallery.
2. Market Place stall holders are *welcome* to participate in *all* meals, entertainments and activities; your participation is covered by the Conference registration fee. Please note that there are different levels of registration which attract different fees, e.g. one day **OR** full Conference.
3. Participation in the Market Place attracts a \$55.00 fee, plus 1 day registration fee. Please complete a direct deposit (details above) or forward a cheque or contact our office to make a credit card payment. Contact details above.
4. Market Place set-up takes place on Saturday 4<sup>th</sup> September prior to 10am. Market Place pack-up can take place after 5pm that afternoon.
5. Stall holders need to liaise with the market place coordinator if their art work is unusually large, heavy or requires special arrangement.
6. Stall holders need to provide their own business cards, signage, and other promotional materials, e.g. a catalogue, price and 'for sale' signs, interpretive material, etc.
7. Stall holders need to take full responsibility for the sale of any items, i.e. make arrangements for payments, receipts, records, ABN, etc. QRWN is not responsible for any commercial activity relating to the Market Place.
8. If you do not intend to sell your work, please sign it accordingly, e.g. Display Only.
9. Registration forms are available on the Conference page - <http://www.qrwn.org.au/conference>
10. QRWN take no responsibility for any theft or breakages. Safety & security is entirely the responsibility of those bringing the display to conference.

I, \_\_\_\_\_ accept these guidelines & agree to adhere by them for the total duration of my time spent at the Market Place before, during, & after the QRWN 2010 Conference.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Thanks to our major sponsors:**

