

QRWN Conference 2011 – Marketplace & Artisan Registration

Name: _____

Company Name: _____

Address: _____

Phone: _____

Email: _____

Description of Goods: _____

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>

It is encouraged that all entrants pay marketplace registrations with conference registrations however this form will still need to be completed and sent to the Conference Convenor.

However you may pay separately by Cheque or Money order made out to QRWN and posted to:

PO Box 1568 Toowoomba QLD 4350 or by direct deposit:

Bank: Westpac. Name: Queensland Rural Women's Network. BSB: 034-226 Account Number: 135851

QRWN CONTACT: If you have any queries, please contact

Amanda Vickers 0438 377 125 or conferenceconvenor@qrwn.org.au

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*

QRWN Conference 2011 Market Place Conditions & Guidelines

1. The Market Place will be open 10:00am – 5:00pm, Friday 2nd September 2011 and Saturday 9:00am – 3:00pm Saturday 3rd September 2011. Stall holders or their nominated persons will have to remain with their works or display. 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 area.
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), forward a cheque or contact our office to make a credit card payment. Contact details above.
4. Market Place set-up takes place on Friday 2nd September prior to 10am. Market Place pack-up can take place after 1:30pm Saturday 3rd September.
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 2011 Conference.

Signed: _____ Date: ____/____/____

