

Easter Art & Craft Markets 2019 – Bendigo

Good Friday 19th April AND Easter Sunday 21st April

Locality: The market is in **Bridge Street** and flows up **Park Rd**, in the Bendigo CBD. you will see this is very attractive to both customers and stall holders. It is adjacent to the spectacular Rosalind Park Gardens where so many events are scheduled during the Easter weekend, and connects Pall Mall where all the parades occur and the world-renowned Chinese Museum for which Bendigo owes much of its rich heritage.

Parking: Parking will be available to stallholders reasonably close to the market – please refer to the provided map that will be include in your bump in email sent just a few days before the market.
NO PARKING will be permitted on site.

Times: **Market Times**– 9.00AM to 4.00PM (note extended hours)
Setup - Stallholders to arrive 6.30AM at the earliest, 8.30AM at the latest
Closing – no early car access is possible generally – 4pm is the earliest pack up time
Cars – ALL cars are to be removed as quickly as possible – 8.45AM latest to have cars out

Site Limits: Good Friday is very popular, and bookings will **fill and close early**.

Sites: Sites are 3 x 3 metres (definitely not larger).
▪ *Gazebos, Shelters, Umbrellas & Display Stands will require weights as all sites are on bitumen. **NO PEGS ALLOWED***
▪ **NO POWER** is available to stallholders on site and **Quiet GENERATORS** will be allowed with prior consent from the market committee.

Site Charges:

| | |
|---------------------------------------|----------------|
| Single Frontage 3x3m site | \$77 per site |
| Double Frontage 6x3m site | \$150 per site |
| Quad 6x6m (double front, 2 deep) site | \$250 per site |

How the Sites bookings and ALL Bookings Now Work

1. **PLEASE NOTE** - You will have **EXACTLY ONE WEEK to PAY** for any site – if you have not paid, your site application will likely be **cancelled** and the site re-listed and you will have to re-apply.
2. We are booking up stallholders on a **first come, first served** basis. **NOTE**–Preference for sites in Bridge St will be given to those who book and pay for the Sunday market as well
Don't leave your application too late!

ONLINE SIGNUP and PAYMENT INSTRUCTIONS

PLEASE READ CAREFULLY

Registration – ensure you are able to print from your computer before starting the payment process. If left unattended too long your session will time out and you will have to start again.

1. Go to www.rcobs.com.au and click on the **Booking Open Click here** below the ART and CRAFT MARKETS
2. Follow the instructions on the page and fill out the questions as directed.
3. Make sure you complete the Special Requests section if you have any like occupying the same site as last year. Sorry no guarantees.
4. When you get to the payments section, you are **not actually going to be paying by Cheque** (Check). **However**, you must click on the 'Pay by Check' option, located lower middle of this page to go to the payment page.
5. Click 'OK' when it prompts you with "Are you sure you want to pay by check"
6. You will then be taken to the registration summary page.
7. Please print the REGISTRATION SUMMARY section as it contains your REGISTRATION NUMBER (which specifically identifies you).
8. PAYMENT IS NOT AUTOMATIC - You will actually be paying by bank deposit - the details on doing this are provided next.

ONLINE/IN-BANK PAYMENT INSTRUCTION

1. **Cash, money orders or cheques WILL NOT BE ACCEPTED.**
2. Payments will **ONLY** be accepted via **Bank Deposit**.
3. Payment can be made online - or at your own local Bendigo Bank branch.
4. Bank details:
 - Bank Name - **BENDIGO BANK Limited (BBL)**
 - Account name – **Rotary Club of Bendigo Sandhurst Inc.**
 - BSB No. – **633-000**
 - Account No. - **101145373**
5. Your **REGISTRATION NUMBER** and **LAST NAME** must be included in the payee description of your bank deposit to identify you and reconcile your payment with your application.
6. The registration number is critical in the payee description (it specifically identifies you) – add this number first and then include as much of your last name as possible if there is limited space.
7. Please get a receipt from the bank so we can reconcile your payment if something goes wrong.
8. Please read our site allocation, priority and refund policy below

Thank you for your prompt payment.

Site Allocation, Priority and Refund Policy:

- **ONLY** stallholders who have **paid in full** will be formally registered will be allocated to one or more of the available number of sites. (no guarantee can be given on any area or site)
- Standard site allocation will be prioritised on the date your **full payment** was received and any fully paid bookings for **both Friday and Sunday.**

NO REFUNDS will be given under any circumstances unless a registered and paid for site is unable to be allocated to stallholder by Market Committee