

Market Day - Information Sheet

Campus Specific Information

Each of our campuses are somewhat different in their setup, please refer below for specific information

Nathan Campus

Event dates/times: The regular market days run on Thursdays from 10am – 2pm on a fortnightly basis. Refer to the dates on the application form.

Event Location: The Johnson Path, Campus Heart and N16 Undercroft area. See campus map for more specific event location.

Bump In/Bump Out: Set up is from 7am – 10am, and pack down is from 2pm – 4pm. All stallholders must be set up by 9.30am and must be packed down by 4pm. Stallholders must trade for the duration of 10am – 2pm.

Mt Gravatt Campus

Event dates/times: The regular market days run once a month on Tuesdays from 10am – 2pm. Please refer to the dates on the application form for specifics.

Event Location: Undercroft area, or Courtyard area outside M08. See map attached for more specific event location.

Bump In/Bump Out: Set up is from 7am – 10am, and pack down is from 2pm – 4pm. All stallholders must be set up by 9.30am and must be packed down by 4pm. Stallholders must trade for the duration of 10am – 2pm.

There will be no stall fees on this campus. This arrangement is subject to change upon review. Notice will be given to Stallholders in advance. However, a parking permit will still be required to park on campus.

Logan Campus

Event dates/times: The regular market days run once a month on Tuesdays from 10am – 2pm. Please refer to the dates on the application form for specifics.

Event Location: Undercroft area near Security or in Community Walk. See Campus map for more specific event location.

Bump In/Bump Out: Set up is from 7am – 10am, and pack down is from 2pm – 4pm. All stallholders must be set up by 9.30am and must be packed down by 4pm. Stallholders must trade for the duration of 10am – 2pm.

There will be no stall fees on this campus. This arrangement is subject to change upon review. Notice will be given to Stallholders in advance. However, a parking permit will still be required to park on campus.

South Bank Campus

Event dates/times: Market Days at South Bank (QCA Campus) are special event days only. These dates are at the discretion of the Events Coordinator

Event Location: Upper Lawn or Undercroft near Security.

Bump In/Bump Out: These details will be specific to the special event and given with approval of your stall

General Information for all campus Market Days

Stall Location/Site Map:

Stallholders will be given a site map of their stall location before the event date.

- Stallholders must adhere to the mapping provided and ONLY set up in the space allocated. Failure to do could result in the stallholder's space being cancelled.
- The Event Coordinator does try to respect the wishes of all stallholders, however still reserves the right to move stall locations around at any time

Campus Map

There are campus maps available on www.griffith.edu.au/maps and follow the links to the specific campus required

Parking

Parking is available on a number of areas on each campus (except South Bank).

- By purchasing a permit from the Event Coordinator it will allow Stallholders to park in 'Special Permit' or 'General Permit' signed areas. These areas are clearly marked around the campus.
- It is the stallholders' responsibility to make themselves familiar with where they can and can not park.
- The Event Coordinator takes no responsibility for parking fines given by the Griffith Parking and Security office. If the stallholder receives a fine it is their responsibility to follow the instructions on the ticket to pay the fine.

Payments

Stallholders are either classed as a Casual Stallholder (1 or 2 markets) or a Regular Stallholder (majority of market days). The status of a stallholder is judged by the Event Coordinator.

Casual Stallholders: This will be charged as \$30 per 3m x 3m stall space.

- There will also be a \$5 parking permit charge on top of this per day.
- All payments need to be paid 1 week in advance of the designated market date

Regular Stallholders: Stallholders that wish to come on campus regularly will be invoiced for stall fees in advance for each semester, once the stallholder designates which dates they wish to attend.

- The fee for a 3m by 3m stall permit will be \$30 per day which will include one parking permit
- The total invoice must be paid at least 1 week in advance of the first market date for the semester. Failure to do so will mean the withdrawal of your market stall permit approval.

How to make a payment

Payments can be made in person at N11 The Hub Building at Nathan campus by appointment. By credit card over the phone by calling 07 3735 5436, or by direct debit using the payment terms outlined on the invoice. Please contact the Event Coordinator when you are ready to make payment.

Cancellations and refunds

- Stallholders are to advise the Event Coordinator in writing at least 72 hours prior to the market if they can not attend. Failure to notify the Event Coordinator within this time frame will mean forfeit of stall fees unless otherwise approved by the Event Coordinator.
- In the event that the Event Coordinator terminates a stallholders stall permit, all remaining stall fees will be returned to the stallholder via direct debit into the Stallholders bank account.