



ORIENTATION MARKET DAYS 2020 INFORMATION SHEET

*Includes O-Week, Week 1 and Bounceback Market Days

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 market days run 10am – 2pm. Please refer to the dates on the application form for specifics.

Event Locations: The event is held at the Arrivals Plaza, Johnson Path, Campus Heart and N16 Undercroft area.

Bump In/Bump Out: Set up is from 7am – 9.30am, 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. Student population: 13,000+ students enrolled.

Mt Gravatt Campus

Event dates/times: The market day runs from 10am – 2pm. Please refer to the dates on the application form for specifics.

Event Location: The event is held in the Undercroft area and Courtyard area outside M08.

Bump In/Bump Out: Set up is from 7am – 10am, and pack down is from 2pm – 3pm. All stallholders must be set up by 9.30am and must be packed down by 3pm. Stallholders must trade for the duration of 10am – 2pm. Student population: 4,000+ students enrolled.

**The set down area at Mt Gravatt is rather small so stallholders will need to be patient and abide by loading zone restrictions.*

Logan Campus

Event dates/times: The market day runs from 10am – 2pm. Please refer to the dates on the application form for specifics.

Event Location: Undercroft area near Security or in Community Walk.

Bump In/Bump Out: Set up is from 7am – 10am, and pack down is from 2pm – 3pm. All stallholders must be set up by 9.30am and must be packed down by 3pm. Stallholders must trade for the duration of 10am – 2pm. Student population: 2,400+ students enrolled.

South Bank Campus

Event dates/times: The market day runs from 10am – 2pm. Please refer to the dates on the application form for specifics.

Event Location: Upper Lawn and Undercroft near Security.

Bump In/Bump Out: Set up is from 7am – 10am, and pack down is from 2pm – 3pm. All stallholders must be set up by 9.30am and must be packed down by 3pm. Stallholders must trade for the duration of 10am – 2pm. Student population: 3,400+ students enrolled.

General Information for all campus Market Days

Approvals:

- The Event Manager reserves the right to grant or refuse an application for a stall permit.
- The Event Manager reserves the right to cancel a stall at any time if the stallholder is displaying products or services that are different to those that have been approved.
- Stallholders need to ensure that all new products or services are approved by the Event Coordinator.

Stall Location/Site Map:

- Stallholders must ONLY set up in the space allocated. Failure to do could result in the stallholder's space being cancelled.
- The Event Manager 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 griffith.edu.au/about-griffith/campuses-and-facilities and follow the links to the specific campus required. More details and event specific maps will be forwarded prior to the events.

Parking

- PayStay allows you to park on campus without having to buy a parking ticket from a meter on campus or deposit coins into a meter on campus.
- The PayStay (paystay.com.au) pay-by-phone system provides 4 simple options to pay for your parking. Once registered, you can choose from the PayStay mobile app, website, SMS or a phone call to record the start and end of your parking sessions.
- Pay-By-Plate parking machines are a ticketless system with no need to return to your car to affix a paper ticket.
- Enter your vehicle registration and select the period of parking time required.
- Pay by Tap 'n' Go, credit card or cash.

It is the stallholder's responsibility to make themselves familiar with where they can and can not park. The Event Manager 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. Parking maps are available on griffith.edu.au/parking.

Payment Information

Payments

Once the application has been received and approved, the Event Manager will email the details regarding payment for the stall fees. Stall fees must be paid by the due date specified.

How to make a payment

Upon confirmation of your stall, your total amount of fees will be advised. Payments can be made:

- By credit card or debit card online
- By direct debit using the payment terms outlined on the invoice (invoices must be for amounts more than \$100)

How do I apply?

Please send an email to the Event Manager at whats-on@griffith.edu.au for a link to the online application form.

Cancellations and Refunds:

- Stall holders are to advise the Event Manager at least 72 hours prior to market if they cannot attend.
- No refunds or transfers will be given for cancelled stalls under any circumstances.

Inclement Conditions:

- In the event of wet weather, it is unlikely the event will be cancelled. The Event Manager will advise if you are required to set up in an alternate location due to a weather at the time of bump in.
- If the weather deems the event unsafe, the event will be cancelled or postponed. Every effort will be made to notify all stall holders via email before the scheduled start time of the event.
- Please note, the decision to cancel an event is not made lightly; safety is our main priority when making this decision. Unfortunately, the site fee is non-refundable.

Key Dates

Trimester One: O-Week & Week 1 Market Days		Trimester Two: Bounceback Market Days	
September 2019	Applications open	10 April 2020	Applications open
17 January 2020	Applications close	12 June 2020	Applications close
24 January 2020	Preliminary approvals sent to applicants	19 June 2020	Preliminary approvals sent to applicants
31 January 2020	Event details and confirmation letters sent to approved applicants	28 June 2020	Event details and confirmation letters sent to approved applicants
18 February 2020	Nathan O-Week Market Day	6 July 2020	South Bank Bounceback (Week 1)
19 February 2020	Logan O-Week Market Day	7 July 2020	Mt Gravatt Bounceback (Week 1)
24 February 2020	South Bank Week 1 Market Day	8 July 2020	Logan Bounceback (Week 1)
25 February 2020	Mt Gravatt Week 1 Market Day	9 July 2020	Nathan Bounceback (Week 1)
27 February 2020	Nathan Week 1 Market Day		

It is the stall holder's responsibility to read and understand the Griffith Sport Events 2020 Terms and Conditions.