



## Truck 'n' Shop and Market Days 2020 Information Sheet

### Campus Specific Information

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

#### Nathan Campus

**Event dates/times:** The Truck 'n' Shop Market days run on Thursdays from 10am – 2pm on a fortnightly basis. Refer to the dates on the application form.

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

**Bump In/Bump Out:** Set up is from 8am – 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 be trade for the duration of 10am – 2pm.

Stallholders are responsible for their own parking arrangements and cost. Please refer to [griffith.edu.au/parking](http://griffith.edu.au/parking)

#### Mt Gravatt Campus

**Event dates/times:** The market days run twice a trimester 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 campus map for specific event locations.

**Bump In/Bump Out:** Set up is from 8am – 10am, and pack down is from 2pm – 4pm. All stallholders must be set up by 9:30am and packed down by 4pm. Stall holders 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. Stallholders are responsible for their own parking arrangements and costs. Please refer to [griffith.edu.au/parking](http://griffith.edu.au/parking)

#### Logan Campus

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

**Event Location:** Undercroft area near Security Office or in Community Walk. See campus map for specific event locations.

**Bump In/Bump Out:** Set up is from 8am – 10am, and pack down is from 2pm – 4pm. All stallholders must be set up by 9:30am and packed down by 4pm. Stall holders 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. Stallholders are responsible for their own parking arrangements and costs. Please refer to [griffith.edu.au/parking](http://griffith.edu.au/parking)

### General Information for all campus Market Days

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#### Approvals:

- There will be a 14 day approval process for all market stall applications once the market stall application form and copy of your public liability insurance is received.
- The Event Coordinator reserves the right to grant or refuse an application for a stall permit.
- The Event Coordinator reserves the right to cancel a stall at any time if the stallholder is displaying products that are difference to those that have been approved.
- Stallholders need to ensure that all new products are approved by the Event Coordinator by submitting a new stall permit application form. You will then be notified of the outcome of this request via email within 14 days. You are not permitted to sell the product in questions until approval has been given.

#### Stall Location/Site Map:

Stallholders will be given a site map of the event location before the event date. They will then be shown where to set up by a Griffith Sport staff member on arrival.

- Stallholders must adhere to the directions given by the Event Coordinator and ONLY set up in the space allocated. Failure to do so 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 at any time.

## Campus Map

There are campus maps available on [griffith.edu.au/maps](http://griffith.edu.au/maps), follow the links to the specific campus required.

## Parking

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Parking at Griffith University requires all stall holders including Food Trucks stall holders to be responsible for their own parking arrangements and costs across all campuses.

- No vehicles are permitted to be parked in the event zones. This includes vehicles used to tow Food Trucks.
- It is the stall holders 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 stall holder receives a fine it is their responsibility to follow the instructions on the ticket to pay the fine. Casual Pay-by-plate parking machines and PayStay (online payment app) have been implemented at all Griffith University campuses. Please refer to [griffith.edu.au/parking](http://griffith.edu.au/parking)

## Payment Information

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### Payments

Event attendees are either classed as a Regular Stallholder (Market Stall) or Food Truck. The status of event attendees is judged by the Event Coordinator.

### Regular Stall Holders

This will be charged as \$30 per 3m x 3m stall space or \$60 per 6m x 3m stall space.

- All payments (total fee) for the Trimesters bookings must be made prior to the commencement of the first market of that Trimester. Failure to do so will mean the withdrawal of your market stall permit approval.

### Food Trucks

This will be charged as \$60 per approved Truck N Shop.

- All payments (total fee) for the Trimesters bookings must be made prior to the commencement of the first market of that Trimester. Failure to do so will mean the withdrawal of your market stall permit approval.

### How to make payment

Payments can be made via Griffithpay. Stallholders will be provided with a link to process payments prior to the selected Market Day. A tax receipt will be provided through Griffithpay.

Payments can also be made in person at N11 The Hub Building at Nathan Campus by appointment or by credit card over the phone by calling 07 3735 6405.

### 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 of cancellation may lead to loss of 'regular space' at future markets.
- In the event that the Event Coordinator terminates a stallholders stall permit, all remaining stall fees will be returned to the stallholder.
- No refunds or transfers will be given for cancelled stalls under any circumstances.

### Incliment Conditions:

- In the event of wet weather, it is unlikely the event will be cancelled. The Event Coordinator will advise if you are require 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 stallholders 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.

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