



# **Eryldene Historic House and Garden Christmas Fair**

## **STALL HOLDER'S INFORMATION KIT**

**Saturday and Sunday**

**November 24 and 25, 2018**

**10.00 am – 4.00 pm**

**Please read the following information, before completing the application, payment and indemnity forms and return to The Manager by Friday June 15, 2018**

**Please note that submission of an application DOES NOT guarantee a stall at the Eryldene Christmas Fair. Stall applications will be determined by Fair organisers and you will be notified by August 17, 2018 if your application has been approved or declined.**

## **Event Details**

**Eryldene Historic House and Garden Christmas Fair  
17 McIntosh Street Gordon, NSW 2072**

**Saturday and Sunday  
November 24 and 25, 2018  
10.00 am – 4.00 pm**

<b>Event Set up Times (or as directed by Eryldene Manager)</b>	
<b>Delivery:</b>	<b>Friday November 23 - 1 hr time frame between 7.00 am–6.00 pm</b>
<b>Set up:</b>	<b>Saturday November 24 - 7.30 am - 9.30 am</b>
<b>Fair starts each day:</b>	<b>Saturday and Sunday - 10.00 am</b>
<b>Fair finishes each day:</b>	<b>Saturday and Sunday - 4.00 pm [ Gates locked at 6.00pm ]</b>
<b>Pack up:</b>	<b>Sunday November 25 - 4.00 pm – 6.00 pm [ Gates locked at 6.00pm ]</b>

**ENQUIRIES:**

**The Manager  
E R Y L D E N E HISTORIC HOUSE AND GARDEN  
17 McIntosh Street  
GORDON NSW 2072  
eryldene@eryldene.org.au  
P: 02 9498 2271**

## TERMS AND CONDITIONS FOR THE ERYLDENE CHRISTMAS FAIR

The Eryldene Trust (the Trust) requires all users of this historic property to recognise its fragile environment and abide by the protocols set out below, which form part of these Terms and Conditions.

### General:

1. Full payment must be included with this application. No stalls will be allocated without the accompanying payment of the full amount.  
Applications, terms and conditions and indemnity forms that are incomplete or unsigned will not be accepted.  
  
Payment methods are:
  - Credit card – Visa or MasterCard only
  - Electronic Funds Transfer
  - Account name: 'Eryldene Trust'
  - BSB: 032083
  - Account number: 350589
  - Please reference transfer with "stall holder and your family/business name"
2. If your application is successful you will be notified of this by email or post between August 17, 2018 and your payment will be processed. If your application is unsuccessful you will be notified by August 17 and your payment returned or not processed.
3. All cancellations must be received in writing. If you cancel after you have been advised that your application is successful, 50% of your stall fee will be returned. No refunds will occur for any cancellations made after Friday, September 21.
4. Submission of an application does not guarantee a stall at the Eryldene Christmas Fair. The application must first be approved by the Eryldene Fair organisers. Fair organisers may apply criteria when selecting stalls to ensure variety and high quality of products and services. Fair organisers reserve the right to decline applications, regardless of the date they were received.
5. Stall position allocations will be made by the organisers, unless applicants have previously discussed preferences/requirements. Whilst we will endeavour to manage these requests, they cannot be guaranteed.
6. No products or services other than those detailed on your application are to be sold or provided on your stall or at the Christmas Fair.
7. Stall holders are not permitted to distribute material outside of their stall area. They must provide paper weights to keep the material within their stall from flying around.
8. Stall holders who are located in the grounds of Eryldene (**outside the house**) will be supplied with a purpose built 2.4m x 2.4m fete stall plus three counters (2.4m x 600mm) and a chair. Stall numbers 13, 32, 39, 40, 43, and 52 will be supplied with trestle table (183cm x 76cm) and chair only. No other space will be allocated for outside stall holders. If you would like to book "sides" (walls) for the stall in case of inclement weather, please indicate this on the application form. This incurs an additional cost of \$30.00. All stall holders that are located **inside the house; verandah or loggias** will be supplied with one trestle table and a chair. No other space will be allocated for inside stall holders.
9. **Outside** stall hire fees include set up and removal of stall/table or counters/chair, general advertising of the event, administration costs, overnight security for Friday and Saturday nights and entrance for two people staffing your stall.

**Inside/verandah/loggia** stall hire fees include set up and removal of one trestle table and chair, general advertising of the event, administration costs, overnight security for Friday and Saturday nights and entrance for two people staffing your stall.

10. Stall holders must supply their own tablecloths, signage and equipment required to run their stall.
11. Signage, banners and products must not invade the space of neighbouring stalls.
12. Stall holders must deliver and unload their goods strictly at their allocated time on Friday, November 23 between 7.00am-6.00pm. There are very limited half-hour time slots also available on Saturday, November 24 between 7.00-8.30am. These times will be coordinated and allocated once applications have been accepted and times for deliveries determined. Allocated times must be strictly adhered to. The driveway gate will be locked on Saturday morning after 8.30am and will not be available for deliveries.
13. During delivery on Friday or Saturday, you are requested to advise the Traffic Co-ordinator of your arrival, so you can be contacted in case the driveway is required for emergency vehicles. **It is the stall holder's responsibility to provide their own labour for unloading/loading plus any trolleys etc for this purpose. Every effort will be made to supply help but this is not guaranteed.**
14. No cars will be permitted to enter the grounds on Saturday after 8.30am. No cars will be permitted to enter the grounds on Sunday until AFTER the fair is closed. **There is no parking on site or on the street on Saturday and Sunday. Street parking is reserved for your customers.** Once you have unloaded and on fair days, you are requested to park in the commuter car park at the railway end of McIntosh Street.
15. All stall holders must set up their stall between 7.00–9.30am on Saturday, November 24, and be ready for operation no later than 9.30am sharp.

The entrance gates will be locked promptly by 6.00pm both Saturday and Sunday. All stall holders will be expected to vacate the property by 6.00pm each evening. On Sunday evening, it is the stall holder's responsibility to ensure that all their possessions are removed from Eryldene prior to the gates being locked. **Failure to meet these times will incur an "after hours" fee at the rate of \$50 per hour or part thereof to cover additional staffing costs.**

16. Any stall selling food shall be operated in accordance with the NSW Food Authority 'Food Handling Guidelines for Temporary Events'. All foods sold must be clearly marked with the supplier's name and contact details. Ingredients must be clearly marked.
17. It is the responsibility of the stall holder to leave their stall in the same condition as they found it. Stall holders must clear rubbish from their stall/space and surrounds **and remove this rubbish from Eryldene's premises.** Any used stall sides (walls) should be folded neatly and placed where they can be easily seen and counted. **A cleaning fee of \$50 will be invoiced to any stall holder leaving rubbish behind.**
18. There will be an entrance fee of \$5 charged per adult visitor.
19. The Eryldene Trust and all the Trustees individually will not be held responsible for loss or lack of income generated on the day, or if any pre-held expectations has not been met.
20. 'Eryldene's Public Liability insurance does not cover stall holders, therefore the stall holder must indemnify the Eryldene Trust and all the Trustees individually against any claim, proceeding, demand or liability (of whatever nature) made in respect of personal injury, death or damage to property arising

from the stall holder's presence/activity at the fair by signing the attached Indemnity form and forwarding a copy of your Public Liability Insurance.

21. A professional security guard will be on site overnight on Friday 23 and Saturday 24 November.

#### **Outdoor Stalls:**

22. The stall holder will not, except as approved in writing by the Chairman of The Trust, make any additions or alterations to structures, grounds, facilities, goods, equipment, or move any furniture or decoration in the house or garden.
23. The stall holder acknowledges that the Trust retains the right to request the removal of any material which the Trust considers to be detrimental to the presentation standards of Eryldene.
24. No advertising or banner display can be placed by a stall holder around the interior and exterior façade of Eryldene, except on the stall or as a free standing sign beside the stall.
- . Access to property: **No large vehicles can enter through the driveway.** The deciding factor is the vehicle's capacity to fit comfortably through the narrow driveway entrance; to ensure no damage to fence, gates, gate posts, overhead branches or paving stones. Only small trucks (up to one tonne), utilities and vans are acceptable.
- . Goods transport: Pathways only should be used for deliveries. **Trolleys with thick rubber wheels are required to be used to avoid wear and tear on stone steps.**
27. Garden: **Do not trample or move goods across garden beds or garden areas; keep clear of overhanging branches; do not cut or remove any plant material;** do not use hoses or stakes except with prior permission of the Property Manager.
28. Shade house and garden shed (south east corner): These are not event areas and entry is not permitted.
29. Garden furniture: **Do not move any garden furniture,** except with the approval of the Property Manager – pots, bowls, ceramic stools, seats.
30. External fabric, walls, columns, etc: Nails, tacs, drawing pins, blue tac, sticky tape or masking tape and nails or link objects must not be used on any shutters, doors, pathways, external walls or columns.

#### **Inside Stalls:**

31. The Drawing Room, Dining Room and Garden Study are museum rooms and physical access is not permitted, except for the Entrance Hall, which will give access to visitors only during the Christmas Fair.
32. A volunteer 'guardian' will be in attendance at all times.
33. The Dining and Drawing Rooms are used for the storage of fragile furniture and objects and are not accessible.
34. The central hallway between the Dining Room and the grandfather clock is not accessible except for wheelchair access from the courtyard for the duration of the Christmas Fair.

35. The Garden Study will remain closed at all times.
36. The two bedrooms, indoor study, central and main hall, loggias and verandahs are available for use in accordance with the following protocol:
- i. Access: Prams, strollers or any wheeled trolley or goods transporters are not permitted in the house at any time.
  - ii. Access to the house for setup: There can be no access through the Entrance Hall for setting up exhibits. Access is only permitted through the western loggia door into the Bedroom (normally the Eryldene Gift Shop) and through that to the indoor Study and Second Bedroom. This avoids moving tables etc. around sharp corners and reduces wear and tear on the inside of the house, including architraves, clock etc.
  - iii. Objects to be brought into the house: **No timber or cane objects/tables/chairs are to be brought into the house** for risk of transference of termites or other pests, unless a recent certificate of fumigation from a reputable company is presented confirming that the articles have been inspected and are free from pests.
  - iv. Surfaces: **nails, tacs, drawing pins, blue tac, sticky tape or masking tape, nails or link objects must not be used on any shutters, doors, walls, floors, ceilings, architraves and shelves.** It is acceptable to hang traditional picture hooks and wire from the picture rails in the rooms, if booking the interior rooms. The stall holder, under the direction and guidance of the Property Manager, must be careful that the weight of the object to be hung is not heavy and take particular care of wall surfaces to avoid impacts and scratches.
  - v. Hearth tiles: **Do not place any furniture or objects on the floor tiles in front of fireplaces** and organise the room so that you and visitors do not need to walk on these fragile tiles. Hearth tiles will be covered by mats. Hearth tiles will be protected by Eryldene staff to prevent weight and foot traffic damaging tiles.
  - vi. Curtains: Do not force curtains into place as this can break the rail mechanism. If curtains need to be moved it must be under the direction and guidance of the Property Manager.



