| Arrowtown Post Office Market Day 2016 **Tuesday 27th December 2016**  **10:00am – 4:00pm** |
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| stallholder contact Information |
| Name: |
| Company Name (if applicable): |
| Address: |
| Mobile phone number: |
| email: |
| stall information |
| Do you need power? Yes / No:  We have a very limited number of powered sites available. These are allocated on a first in first served basis. |
| What goods will your stall be selling? |
| Does your stall sell goods that are imported?  Our market day is intended to showcase locally made products. The organisers have the right to refuse a stall that stocks primarily imported goods. |

**Please read the information on the next pageImportant information – please read carefully:**

* **Stall sites are at least 3m x 3m**
* **Sites are $50 each.**

1. Applications and payment must be received by the 30th November 2016. Email your application to us at [arrowtownpostmarket@gmail.com](mailto:arrowtownpostmarket@gmail.com)

**Your stall is not booked until payment is received. Stalls are $50 each.**

2. Stalls are allocated on a ‘first in, first served’ basis. If you have any requests as to your location, please ask. We will do our best to accommodate your request but we cannot guarantee your preferred space.

3. Volunteers will be on site from 8:00am on the morning of the market.

4. Trestles are not available from us. If you need to hire one you can contact Party Plus on (03) 441 4000

5. Payment is via internet banking. Please enter ‘PO Market’ and your name or

company name as a reference. So that we can easily allocate your payment, please make sure that the name you enter is the same as the one on your application form.

Our account number is: BNZ 02­0948­0017755­00

If you prefer to pay by cheque please post it with your completed application form to:

Lakes District Museum

49 Buckingham Street

Arrowtown 9302

6. Once we have received your payment we will email your receipt to you. Stall numbers will be allocated at the end of November.

If you have a food stall you **must** have a permit from the Queenstown Lakes District Council.

Contact them at www.qldc.govt.nz or call them on (03) 441 0499. You will need to have your permit with you on the day of the market.

Thank you for supporting the Arrowtown Post Office.