



St Thomas More College
CRAWLEY WESTERN AUSTRALIA

CAMBODIA COLLABORATION MARKET DAY

STALLHOLDER GUIDELINES

PLANTS | BAKE SALE | CRAFT STALLS |
OP SHOP | COFFEE | SAUSAGE SIZZLE |
& MORE

48 Mounts Bay Road, Crawley WA 6009
Sunday 17 March 2024
10.00am - 2.00pm



CHECK OUT OUR VIDEO!



ABOUT THE MARKET

The Tommy More Market invites stallholders to participate in our 2023 Community event to raise funds for vulnerable children in Cambodia. This is your opportunity to market your product to students, alumni, and the Chapel Community at Tommy More.

Funds raised from the event will go directly to the Arrupe Centre and Lidy house Welcome Centre in Cambodia (a partner institution of St Thomas more College). These places provide care, education and life skills to children who are disabled, often as a result of landmine accidents or live in vulnerable family situations.

EVENT DETAILS

VENUE:

St Thomas More College *Front Carpark*
48 Mounts bay Road, Crawley, WA 6009

DATE:

Sunday 17 March 2024

TIME:

10.00AM - 2.00PM

FEES:

Single 3X3 Unpowered Site \$50

CONTACT:

Casandra Sarjit
Manager of Marketing and Community Relations
c.sarjit@stmcc.uwa.edu.au

***Please Note**

This is an outdoor event. Sites without a marquee will be exposed to the elements. The event will still run if rain is forecast.

Cancellations must be received 21 days prior to the Market in order to receive a refund.

Stall Guidelines:

Stallholders must provide their own signage, tables, equipment, marquees and sandbags for anchoring and other requirements. Vehicles must be offsite by the designated time and all marquees must have appropriate weights to hold the marquee safely and securely.

Food Guidelines:

Only fresh quality food products are to be marketed and sold. All food products must be sold in accordance with WA food preparation and handling requirements.

COVID Guidelines:

Please adhere to strict COVID regulations enforced by the WA government.





STALLHOLDERS

PUBLIC LIABILITY

All applications must include a current copy of Public Liability Insurance.

EVENT APPLICATION PROCESS

- Read the Rules and Regulations
- Apply Online (and Upload Public liability Insurance certificate)
- Response will be received within 2 weeks of application and if successful will include a tax invoice which must be paid within 30 days.
- Cancellations must be received 21 days prior to the event
- Event bump-in and bump-out will be sent 14 days before the event.

SELECTION CRITERIA

Priority and preference will be given to:

- Alumni, student and community businesses
- Local businesses
- Handmade artisan products
- Independent consultants/multi-tier marketing sales/direct sales will be limited.





MARKETING

If you choose to become a stallholder at the event, you will receive extensive marketing to the Tommy More Community and others.

SOCIAL MEDIA

The event will be promoted on the St Thomas More College Facebook and Instagram pages as well as listing the event on various event websites. Stallholders are welcome to post on the event page promoting their products and services however, Tommy More will also ensure you're appropriately promoted.

WEBSITE

If you have any photographs of your products and a logo, please email them to c.sarjit@stmc.uwa.edu.au to be included within the event web page.

MAXIMISE YOUR EXPOSURE

Promote on your social media channels multiple times. Ensure your stall has adequate signage, clearly displaying your business name, social media handles, and any details of where people might be able to find you after the event (e.g. business cards).

TERMS & CONDITIONS

ELECTRICITY AND GAS

All electrical equipment must be tagged in accordance with the requirements of AS3760-2000. Electrical cords/leads should not cross access ways and must be carefully secured. Any stalls requiring electricity must apply in advance to St Thomas More College (charges apply). Electrical sites will be limited.

No gas appliances are to be used on-site without the express approval of the Event Organiser. It is the responsibility of the vendor to ensure equipment is not faulty, is in date, and is compliant.

SALE OF FOOD AND PRODUCTS

Food Vendors will be required to conform to minimum safety and food standards and hold a food licence registered with the City of Perth. This must be displayed for the duration of the event. Vendors are not permitted to supply or sell alcohol at the event.

ATTENDANCE

Attendance at the event will be signified by payment of the participation fee. 21 days notice is required for a refund if unable to attend.

TRADING TIMES

Vendors must be set-up and ready to trade by 8.45am on the morning of the event and vehicles must be removed from the front carpark by 8.30am. Parking is available across the road at the University of Western Australia Sport and Recreation Centre.

Stalls must continue to trade for the duration of the event. If items are sold out, structures must remain erect until the conclusion of the event.

SITE STRUCTURES

All equipment and infrastructure must be provided by the vendor and securely weighted to the ground with sandbags or water containers to avoid the possible risk of injury. As the ground is concrete, spikes are not suitable. Vendors must confine their stalls to their designated areas and all pathways/thoroughfares must be kept clear.

All signage must be directly related to the products being sold or promoted as outlined in the application. Stalls may not be shared across multiple businesses or sub-let.

SITE LOCATION

The Tommy Market will be held in the front car park and surrounding areas of St Thomas More College at 48 Mounts Bay Road, Crawley 6009.

Successful applicants will be notified of their stall location 14 days prior to the Market. The College will not accept requests for preferred locations unless there is a genuine and logistical reason why their stall must be located in a particular position.

The College reserves the right to make last-minute changes to the event plan, in the best interests of stallholders and patrons.



TERMS & CONDITIONS

SITE CLEANUP

Following the event, stallholders must dispose of any rubbish and ensure that the site is left clean and tidy.

COMPETITIONS

Raffle tickets may not be sold nor competitions run at the event unless approved by the Manager of Marketing and Alumni Relations.

The College will run a master raffle and stallholders are encouraged to donate an item for this.

PUBLIC LIABILITY

It is a requirement that stallholders hold and provide a copy of current Public Liability Insurance.

TRAFFIC MANAGEMENT

Vendors must remove vehicles from the setup area by 8.30am. Vehicles are only permitted to return at 1.15pm. Stallholders must comply with all requests and instructions from the Manager of Marketing and Alumni Relations.

SANITISATION AND HYGIENE

In accordance with current COVID-19 regulations we are asking all Stallholders to maintain good stall and personal hygiene throughout the event. Stallholders are required to provide a pump bottle of Hand Sanitiser to be situated on their stall for personal and patron use.

Stallholders must maintain hygiene standards by conducting disinfection of high-touch surfaces hourly.

The College will provide sanitisation stations around the venue to further ensure good hygiene is upheld by patrons.

For further information on how to ensure you adhere to WA's COVID regulations visit the following:
https://www.wa.gov.au/system/files/2022-06/COVID_Event_Guidelines_June_2022.pdf

FURTHER INFORMATION

For further information and clarification please contact Casandra, the Event Organiser via email at c.sarjit@stmc.uwa.edu.au



THE CAMBODIA COLLABORATION

WHAT YOU WILL BE RAISING FUNDS FOR

We support two ventures in a Cambodian Province called Battambang. Both ventures come under the auspices of the Apostolic Prefecture of Battambang, administered by the Jesuits and currently under the leadership of Bishop Kike.

The diocese has a number of action areas including pastoral accompaniment, education, agriculture and rural development, support for people with disabilities, improving health, and the promotion of Cambodian culture.

The first venture is to get disabled and landmine-affected children to the Angkor Wat International Half Marathon where they compete over various distances in wheelchairs and on crutches. The event is held in support of those affected by anti-personnel devices. It gives the children a much needed lift and assists in keeping the government on track to clear the country of landmines by 2025.

The second venture is to assist with the funding of the Lidy House Welcome Centre (Lidy House). This is a home for vulnerable young people who, without the assistance of the Prefecture, would be destined for unemployment or precarious employment with the increased risk of falling into people trafficking.

FACTS ABOUT CAMBODIA

Cambodia is one of the poorest countries worldwide, ranked 139 out of 187 countries by the human development Index (United Nations). During the regime of the Khmer Rouge (1975-1979) at least a quarter of the population was killed:

75% of teachers
96% of University students
67% of school students

As a result, currently, 40% of the population is under 18 years of age.

A high number of landmines remain from the civil war that followed the ousting of the Khmer Rouge. In Battambang, the worst affected province, one in ninety people have been injured or killed by landmines.

Cambodia is mainly rural - 80% of the population lives in the countryside and 40% of its population works in the agricultural sector.



THE LIDY HOUSE WELCOME CENTRE

The welcome centre began in the 80s. It was initially managed by Om Parom who was later helped by her niece, Mom, who currently manages the boys' house.

Om Parom comes from a Catholic family and witnessed the murder of both her parents and her husband by the Khmer Rouge. Her daughter passed away from measles.

After so much sadness she became inspired by the spirit of solidarity and the generosity of her Aunt Lidy evoking her to open the welcome centre to give an opportunity to less fortunate kids.

WHAT DOES THE LIDY HOUSE DO?

Lidy House is neither an Orphanage nor a Boarding School, but it does provide care and education to children in vulnerable situations in Cambodia.

These are children whose families can no longer support them, and who may otherwise be sold or forced to work instead of going to school.

Lidy House takes these children in and has the following objectives:

- Provides a stable familiar environment
- Follows up on each individual's studies
- Reinforces education with extra-curricular lessons
- Provides a healthy and complete diet
- Provides hygienic assistance
- Promotes sporting activities to reinforce teamwork and discipline
- Strengthens the knowledge and appreciation of the Cambodian culture





THE CAMBODIA COLLABORATION

How much are you hoping to raise?

We have an ambitious target of just over \$20,000 annually.

Can I provide a cash donation to help you reach this target?

Yes, you can find out further information on providing a cash donation towards this collaboration on our website.

How can I be sure that the money raised will go directly to the ventures described?

St Thomas More College works directly with the Prefecture that runs the Arrupe Centre for those with disabilities and the Welcome Centre for vulnerable children and young adults. The College provides the funds directly to the Prefecture to ensure that they are not diminished through red tape and agencies. In this way, the funds have a direct and meaningful impact.

Each year, selected students and staff from St Thomas More College travel to Cambodia to compete in solidarity with the disabled children from the Arrupe Centre and visit the young people living at the Lidy House Welcome Centre.

Will the money raised be used toward student travel?

No. All those traveling to Cambodia are self-funded. Further, each traveller must raise \$750 each to attend. The shortfall in funding for the two ventures is raised through community donations, the Tommy Garage Sale, and the Quiz Night (a Joint venture between St Thomas More College and Eddie Rice Camps).

To find out more information or to sign up...

Contact Casandra at c.sarjit@stmc.uwa.edu.au and we will arrange the next steps and forward more information.

OR, APPLY NOW to become a stallholder.

The sooner you come on board, the sooner we can start to promote you!
We ensure the money raised goes directly to the ventures described.



St Thomas More College

CRAWLEY WESTERN AUSTRALIA

48 MOUNTS BAY ROAD,
CRAWLEY 6009

STMC.UWA.EDU.AU