

Raid My Wardrobe ®

On the day

Date	Saturday 23 rd September, 2017
Address	The Heritage Shed, Speers Point Park, The Esplanade, Park Road (Exit) Behind the Swimming Pool.
Contact	Rachel Prest 0415435045
Arrival - Register	7.00am - Check-in at the registration desk to collect your seller badges and other information. Only staff and people wearing Seller Badges may access The Heritage Shed.
Hall Layout	Stall location is a 'lucky dip'. Each stallholder randomly selects a number from the hat upon arrival.
Unloading	7am – 7.45am You can drive your car into the park and unload right outside The Heritage Shed. Cars must be moved to the far southern end of Pool carpark by 7.45am (follow direction from festival staff) Front Doors the The Heritage Shed will Close at 8am.
Unloading information	Goods can be unloaded via two entrance doors to the shed. Doors will close at 8am SHARP. All goods and stallholders are to remain inside until opening time. Please ensure you arrive with enough time to unload as you don't want to risk being locked out and forfeiting your stall.
Set up	Stallholders must be ready to trade by 9.00am. It is strongly recommended that you have more than one person setting up and assisting at a stall during the course of the day. Once set-up take a toilet break and help yourself to a tea/coffee and refreshments from the many stalls and food trucks. PLEASE DO NOT DRAG ANYTHING ACROSS THE FLOOR when entering or exiting the Shed and during the event. We appreciate your co-operation.
Pack Up	Stallholders are kindly asked to keep trading until 2pm and pack up between 2pm - 3pm. It is your responsibility to take unsold items with you or donate them to the charity provided. Please leave your area the way you found it.
Selling	Stallholders are NOT allowed to buy from other stallholders before 9am (this includes putting items on hold). After 9am, stallholders are able to shop like all other customers.

Stall Display and Pricing	Refer to all the emails that have been sent to you over the last few weeks.
Float	Bring plenty of change - \$5 and \$10 notes and \$1 and \$2 coins. A float of about \$200. There will not be any options for you to break any large notes.
Wear	Shoes and clothes that look stylish and reflect your wardrobe style. Ensure they are comfortable as it's a long day standing on your feet for 8 hours. A bag strapped to your body to carry all your valuables.
Carry Bags	Have recycled shopping bags ready for your customers.
Clothing racks	Please be considerate when moving racks across the polished floor.
ATM	There will be ATMs right next door to the Shed.
Food/Drinks	We highly recommend bringing your own snacks and water as there will be queues at the food stalls and they are not close to The Shed.
Parking	There is ample free parking in the carpark directly behind the swimming pool. ***Please remember that all parking restrictions MUST be adhered to. Raid My Wardrobe® will not be held liable for any infringements received as a result of participation in the event.***
Toilets	Are located in the toilet block a short walk from The Heritage Shed.
Fitting rooms	A couple of pop-up tents and mirrors are located in the stallholder area. Stallholders are encouraged to secure full payment for garments taken into the change room area. Shoppers will be refunded this amount upon return of the garment/s. Event organisers accept no liability for loss or damage of items. <i>You may like to use a receipt book to keep track of deposits.</i>
Donations	A nominated charity will be present at the end of the event to collect any of your unwanted, bagged donations of clothing, shoes and accessories.
Property	Please return all RMW Seller Badges and Stall Table Numbers (unmarked) at the end of the day as these will be reused at future events.
In the event of an emergency...	Follow instructions as advised by the Festival Event Staff. Please ensure emergency exits are free from any obstructions.

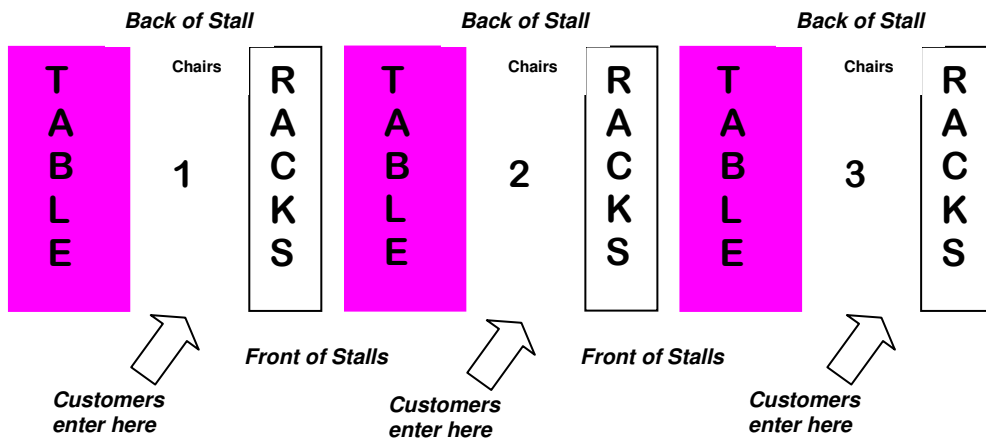
Stall Layout

Stall Dimensions (approximately 3m x 3m)

Table Dimensions (approximately 1.8m x 75cm)

(2) Clothes Racks provided (no longer than 2m total length) –

Here is an example of 3 stalls in a row (the racks/table maybe reversed depending on where you are situated) – they are “U” shaped with a table down one side and racks on the opposite side or vice versa. Clothes racks may also be formed into a ‘L’ shape.



Have a great preloved fashion event with us!

The Raid My Wardrobe Team

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