

Hiyya and Welcome on board!

We know you're all busy preparing for the upcoming Crafternoon Tea Market. We thought it would be handy to include a few handy tips to make things easier on the day!

Attached to this email you will find:

- ★ Market money info sheet
- ★ Floor plan (will also be posted in the hall on the day)
- ★ Market graphics for you to share around your networks.

Venue address is: [Albany hall, Cnr Library lane, Albany.](#)

The [CASH OUT STATION](#) is located along the back wall by the fire exit.

As part of the agreement of being accepted to the market, we require everyone to do their part in spreading the word.

[Remember all of our networks combined is one HUGE network!](#)

- ★ SHARE the attached poster/s on your Social Media (Facebook/ Instagram/ Website/ Online Shop/Email blasts & newsletters)
- ★ TAG [@crafternoonteamarkets](#) in all your social media posts so we can find your posts. We will be sharing your posts on our [Facebook page](#) and [Instagram](#) page.
- ★ Use the [#crafternoonteamarkets](#) on all posts about our market and posts leading up the market so we can find your posts easier and share them.
- ★ RSVP to Crafternoon Tea Market event on our [Facebook page](#)
- ★ ADD the event on your Facebook page
- ★ Like and comment on each others posts and share some of each others posts. YOUR network already knows that they like your work, invite them down to check out some other unique handmade goodies by showing them what will be on offer. If we all do this, we ALL benefit.

[Combined, our networks are super strong and very large!](#)

Parking

[There is NO parking on site for stall holders, we have found the parallel parking on the road was suitable for stallholder but no parking ON the premises thanks. There is very limited parking in the village but the car park across the road for Albany house is public parking and we have been given permission to use it. We will need all the onsite parking for customers.](#)

Setup

- ★ Set up is from 8.15am onward, we appreciate if you do not show up any earlier, as we will still be setting up the hall.
- ★ The market will be running from 10am - 2pm (no pack up before this time please) and be aware we need to be out of the hall by 3pm.
- ★ Please have your table set up by 9.30, we reserve the right to allocate your space to another vendor beyond this time.
- ★ Do not pack up before 2pm, doing so will guarantee that you won't be invited back.
- ★ Please ensure your area has been packed up and nothing has been left behind. There is a rubbish bin outside the hall if you need to use it. Rubbish left behind will incur a rubbish removal fee added to your invoice next time.

Display

- ★ You must have a tablecloth, this is to keep our standards high for our customers. This needs to cover the front of your table so we cannot see your feet and stock.
- ★ Please ensure your tablecloth is tucked away at the bottom so as to avoid being a trip hazard.
- ★ We pride ourselves on a high standard of goods that are displayed beautifully.

Gift box

One of the draw cards to our market is our amazing gift box that we give away to one lucky customer at the end of each market. Our gift boxes are filled with donations from our stallholders and winners are encouraged to promote their winnings.

- ★ We would appreciate if you could offer something small for our gift basket, don't forget to attach your business card.
- ★ Every purchase will get an entry form for this (we distribute these prior to the start of market)
- ★ Please point your customers to the entry box
- ★ Try and remember to give the entry form to your customer as this as a great marketing tool
- ★ See the cash out station if you need more during the day

Kitchen

If the kitchen is occupied by a stall please be respectful if you need to use the hot water or microwave, access will be limited as this is part of their stall space.

With the abundance of events happening every weekend, it's all about building excitement around the market experience, encouraging people to want to spend their precious free time and hard earned money with us. We do this by working together on our marketing campaigns.

Your hosts are Fi and Korin Leaning, we appreciate your involvement and look forward to meeting you on Saturday!

If you have any questions please contact me via [email](#).

Text me if you have a problem on the day, 021 669 296 Only phone me in an emergency.