



Australian Photographic Collectors' Society Inc

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APCS Photography Market – Sunday 17th March 2024
Box Hill Town Hall 1022 Whitehorse Road, Box Hill - Melway 47 E9

Market Procedures & Table Booking Information

THE DATES etc ON THIS FORM ARE FOR THE MARKET ON 17th MARCH 2024....

- TABLE PREBOOKING IS ESSENTIAL and must be received by the APCS prior to Thursday 22nd February 2024.
- Each table has a \$60 fee, and includes entry to 1 vendor and 1 helper.
- Any additional 'helpers' will each be required to pay a \$5 entry fee.
- All vendors and helpers must display an identification tag when in the main hall. These will be provided at the APCS reception table in the foyer.

Tables measure 1.8 m x 0.75 m and are arranged as shown on page 2. Vendors may indicate their preferred table position but preference will be given to regular vendors. If you require a power point, you will be allocated a table on the perimeter of the hall if available. Should bookings exceed the capacity of the Main Hall, additional tables will be allocated in the Whitehorse Room. The APCS now provides Third Party Liability Insurance for all table holders, and the fee for that is included in the table fee.

On the day:

7.15 am – 8-00 am - Vendor setup

9.00 am – 1-00 pm - Public admission

As part of the set-up, vendors will be permitted in the hall from 7-15 am. After check-in at the APCS table, and confirmation that fees have been paid, vendors may unload through the front entrance. There is unrestricted parking behind the Town Hall.

Please make your booking via market@apcsociety.com.au so that it is received by Thursday 22nd February 2024. Bookings will be confirmed shortly afterwards. BOOKINGS BY POST CANNOT BE ASSURED. Payment of the table fees may also be made in advance by EFT and may also be by EFTPOS on the day of the market.

Please include the following details with your application which you can copy within your booking email message: -

MARKET 17th MARCH 2024

Name

Address

Contact Mobile Phone Number

Email address

Number of tables – and – preferred table numbers (see the plan on the next page)

Number of additional helpers (see above)

Do you require a power point? (see above)

Payment can be made via EFT to:

National Australia Bank

BSB: 083-166

Account: 5153-15423

MAKE SURE YOU IDENTIFY YOUR PAYMENT WITH YOUR SURNAME

**BOX HILL TOWN HALL
APCS MARKET LAYOUT**

STAGE

Tables 1.8m x .75m. Power points on walls

