

Model Expo Swap & Sell Traders information



12 June 2017



Sandown Entertainment Centre, Sandown Racecourse

Thank you for your interest for table(s) at the Model Expo Swap and Sell. This information pack is provided to detail the conditions under which the Model Expo Swap & Sell is conducted, as well as providing information you will need as a trader.

Venue

Sandown Entertainment Centre. Sandown Racecourse, Springvale Melbourne.
Melways Reference Map 80 C 10.

Vehicular entrance to the venue is from the Princes Highway Flyover.

Sandown is on the Dandenong - Pakenham train line and Sandown has its own train station.



Car parking is FREE with some undercover parking. Some parking restrictions apply.

Access to the Swap and Sell venue is on level 1 (Members dining room) via stairs and an escalator.

Table Bookings, Fees and Payment

The costs for tables at the Model Expo Swap & Sell are as follows:

Table	Fee
1 Table	\$30
2 Tables	\$60
3 Tables	\$90
4 Tables	\$120
5 or more tables	\$150+\$30 for each additional table

Table Bookings

Please note that there are a strictly limited number of tables. Bookings will be conducted on a 'first in - first serve' basis.

NO club bookings are permitted.

Table bookings close on 31 May 2017 or when sold out; whichever comes first. Please note that in recent years tables have been sold out at least 4 weeks prior to the event. It is recommended to book early.

Maximum numbers of assisting persons allowed from 8:45 AM to 10:00 AM (Set up period)

Table	Maximum numbers of sellers permitted
1 Table	2
2 Tables	2
3 Tables	3
4 Tables	4
5 or more tables	Please contact the Swap and Sell coordinator

Please note that any non-adherence or attempt for non-adherence to the maximum numbers of sellers per table could result in the immediate, non-refundable cancellation of the booking.

Nomination of all sellers and helpers to be advised at time of booking

The full names of all persons manning the table(s) must be advised when the booking is made. Sellers and helpers names must be registered to gain access to the Swap and Sell venue during set up times.

Persons who have not been registered will not be permitted entry until public opening hours. Please see the above table to confirm the maximum numbers of persons allowed for the number of tables booked.

All sellers to be present at time of entry

Please ensure that the total numbers of sellers per booking are present at the time of entry for set up. Staggered arrivals are not recommended and may cause a delay to the effected team in being granted access to the hall until all members are present.

Booking Cancellations

To assist your fellow modellers who may be seeking a table, it is requested that cancellations are notified to the Swap & Sell coordinator prior to 31 May 2017.

Retail Traders

Please note that retail traders are not permitted to retail at the Swap & Sell. This also applies to mail-order retailers.

Club bookings

Please note that club bookings are **NOT** permitted for the Swap and Sell.

Payment

Payment for the booked Swap & Sell Tables **will be required at entry, on the day.**

To allow sellers to concentrate on the Swap & Sell activities uninterrupted, payment for Model Expo Swap & Sell is to be made on **entry** to the Swap & Sell hall. Sellers can assist streamlining this process by having the correct cash for payment.

All payments are **cash only** for 2017 and a strict **“no payment – no entry”** policy will be enforced.

Swap and Sell traders Assembly point and set up times.

Swap and Sell traders will be required to queue for entry at the foot of the stairs/escalators. There is no entry beyond this point prior to 8:45 AM.

Traders at the Swap & Sell will be able to gain access to the hall for setting up from 8:45 AM to 10:00 AM.

Express entry for bookings with 3 tables or more

To facilitate bookings for 3 tables or more, an express check-in will be set up to avoid the need to wait in the general queue.

Please go immediately to the registration check-in point at 8:45 AM when called by name.

Swap and Sell operating times

The Swap and Sell will be open to the public from 10:00 AM to 12:00 PM.

General Housekeeping requirements

Swap and Sell Traders are required to remove **all of their items** from the venue. This includes empty cardboard boxes, etc that were utilised for the transport of goods into the Swap & Sell venue.

Swap and Sell Traders must supply their own equipment such as trolleys or hand trucks.

Fire Access Lanes – The surrounds of the Sandown Entertainment Centre have clearly marked Fire Access Lanes throughout the surrounding areas and car parks. Please do not block these access lanes when parking vehicles or when unloading and loading.

Further information

For any further information or to make a booking please contact

Laurence Farrugia, Director Model Expo. (Swap and Sell Coordinator)

on 9546 9571 (AH) or 0438 726 176.

If leaving a message please ensure that you provide:

- your full name,
- full name of any helpers,
- number of tables required,
- and a contact phone number
- please ensure this is left **in a clearly spoken message**.