



**Wallington
Primary School**

Wallington Primary School Market Stall Terms & Conditions

We are excited to have you join us for the **Wallington Primary School Market Stall Event**. Please read the following terms and conditions carefully before submitting your application to ensure that both parties understand their obligations and responsibilities.

1. Stallholder Eligibility

To participate as a stallholder at this event, you must comply with the following:

- Your business or organisation must meet the standards of goods and services allowed at the event, and all items sold must be legal and safe for public use.
- You are responsible for ensuring your stall complies with any local health, safety, and insurance regulations.

2. Donation Commitment

By booking a market stall at Wallington Primary School, you agree to make a **set donation amount** as part of your booking. The contribution is a **donation to Wallington Primary School**, a registered charitable organisation, and will be used to support the school's educational programs and activities.

- **The suggested donation amount** for each general market stall is \$100 per single 3m x 3m stall, food vendor \$195 and food truck \$290.
- This donation is non-refundable.
- Payments must be made by the 1st of September, 2025, to confirm your stall booking.

3. Invoicing & Receipts

All donations made by stallholders will be invoiced by Wallington Primary School, and a receipt will be issued as proof of the donation. Receipts can be used for tax purposes as Wallington Primary School is a registered charity.



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4. Stallholder Responsibilities

- **Set-Up & Clean-Up:** Stallholders are responsible for setting up and cleaning up their stalls at the event's designated times. Setup will begin at 8:00am, and all stalls must be cleared by 5:00pm.
- **Market Stall Operation:** Your stall must be open and operating throughout the event from 10:00am to 4:00pm.
- **Safety & Conduct:** Stallholders are required to ensure their stalls and products do not pose a hazard to the public. You are responsible for maintaining a safe environment and ensuring that your staff conduct themselves in a professional and respectful manner.

5. Event Cancellations

- In the event that the fair is cancelled due to unforeseen circumstances (e.g., extreme weather, public health emergencies), all stallholder donations will be **non-refundable**.
- If a stallholder cancels their participation, no refunds will be issued for the donation.

6. Liability & Insurance

- Wallington Primary School is not responsible for any loss, theft, or damage to goods, equipment, or personal property while the stallholder is on-site.
- Stallholders must have their own public liability insurance to cover their activities at the event.

7. Additional Terms

- Wallington Primary School reserves the right to reject any stallholder application that does not meet the standards or expectations of the event.
- Any stallholder who fails to adhere to these terms and conditions may be asked to leave the event without a refund of the donation.

8. Contact Information

For any queries or further information, please contact Wallington Primary School Business Manager on Phone: (03) 5250 1841, email: wallington.ps@education.vic.gov.au

By booking a stall, you agree to abide by these terms and conditions.