

Welcome to our market.

Please take the time to read the following information before completing the application form.

****By accepting these Terms and Conditions you agree to abide by them****

Market Terms and Information

Willunga Town Square markets are curated events and stalls allocated on an invitation only basis. Vendors are invited from our list of successful applications.

Site fees are \$35.00

All sites are outdoors.

All sites are 3x3 m

There is no power available for general stalls.

The Town Square Market organisers will not be supplying marquees or any other furniture or equipment.

Stallholders are required to have current liability insurance. A Certificate of Currency is required as proof.

Food vendors must apply for any requested power access at time of application.

Acceptance and non-acceptance of applications will be at the sole discretion of "Willunga Business & Tourism Association and event coordinator" and will be based on the information given by the applicant on their application form.

The Event Coordinator reserves the right to reject applications and not enter into any correspondence or otherwise explain the reasons for the decision.

Site is only guaranteed with receipt of form & confirmation of full payment received by Willunga Business & Tourism Association by due date.

Sites are non-transferable & refunds are at the discretion of the WBTA Team

Goods sold/displayed must be as stated on your application form.

Stallholders are required to be present during the market.

Trading Hours

The Town Square Market is open to the public from 9:00am to 1:00pm every Saturday

The Town Square '2ndHandSaturday' is on the 2nd Saturday of every month, 9:00am-1:00pm

Products

We request all stalls are plastic wrap and plastic bag free wherever possible and encourage eco-friendly packaging &/or products.

Food stalls are asked to use only commercially compostable/recyclable food containers and cutlery.

Vendors that present products that are clearly imported, new products that are being 'on-sold' from another business or are deemed inappropriate (e.g. discriminatory, dangerous, illegal or offensive) by WBTA will not be considered. The sale of live animals will not be considered.

It is the responsibility of the stallholder to ensure products they wish to sell conform to any safety and compliance standards.

In the case of second-hand traders, WBTA reserve the right to request items be either removed from sale or not be displayed.

A stallholder may only offer for sale the approved products stated on the application form submitted by the stallholder.

All products must be priced.

Raffle tickets may not be sold, unless arranged with the event coordinator in advance of market date.

Food and Drink Stalls

Stallholders must supply, at the time of their application, copies of registration with their local council and also the council in which they are trading.

Food stallholders must comply with any local, state & federal health regulations and food acts.

Food must be presented in fully compostable tableware, cutlery, and cups. Non-compliance may result in this product being removed as a sale item.

There is no provision made for liquor licensing for the 'Willunga Town Square Market/s.'

Set Up

Vendors can access the site from 7:30am.

Please register with Event Co-ordinator on arrival.

A stallholder site map will be emailed pre-event.

Foot traffic entry for vendors and visitors is via St. Peters Tce and Kell St Willunga.

Vendors may park immediately adjacent to the town square to unload, however we ask that you unload quickly and remove your vehicles to the designated parking areas to allow fellow market vendors to unload too.

Vehicle access for food vendors must be requested at time of application.

Street parking is available as well as on the grounds of the Willunga Recreation Park.

In the event of the Willunga Recreation Park being inaccessible, vendors will be notified prior to the event and parking will be available in the Hill Street car park.

Pack Up

Please do not begin packing up until 1:00 pm, unless discussed and agreed with the Event Co-ordinator.

We would appreciate the Town Square be clear by 2:00pm.

Stalls, Equipment & Signage

All stall equipment including racks, tables, signage etc must be secure and contained to the stall site boundaries. Public access ways must be clear at all times.

Tents, covers and all stall equipment must be erected securely and weighted/secured at all times. The use of pegs or staking is prohibited.

All equipment must be in good repair and be operated in a safe manner.

Stalls that are associated with a Willunga Business or other market are requested to display a sign acknowledging that association, e.g. 'Bev's Remnant House' or 'Willunga Artisan & Handmade Market.'

Waste and Rubbish Removal

Stallholders are responsible for leaving their site and surrounding area clean, tidy, and undamaged.

This market is aiming for a zero-waste policy. Please consider this as part of your own products and waste disposal process.

Red general waste & Yellow bin for are general public and market patrons use only, not for stallholders to use for materials, food waste or packaging disposal.

Stallholders are requested to take home their own rubbish for disposal and any packaging e.g. cardboard boxes home for recycling.

Food vendors must not dispose of any food waste on site.

Occupational Health and Safety

Please arrange alternative staffing of stall if you are unwell, or see 'cancellations' for options in relation to COVID-19 government requirements that ask that you stay home if unwell.

Vehicles are not permitted within the market area. The sole exception being food vendor vehicles who are allowed access only between 7:30-8:30am and at 1:15pm

Any electrical equipment used on site (including but not limited to appliances/lights/cords/power boards) MUST be tagged as tested. Any items/cords not tagged & tested will not be permitted for use on site.

Dogs are permitted but must be controlled and on a lead at all times.

There is no smoking, vaping of any substance on the town square site during trading hours or set up times.

Applications & Site Booking

Successful applicant will be notified via email as soon as they have been approved.

Markets and events are invitation only.

New applications can be lodged any time to be included on event invitation list.

Invitations to events will be sent prior to event and applicants are encouraged to respond, including if declining the invitation, as soon as possible.

Invoices will be sent to vendors that accept the invitation. Please pay on receipt of that invoice.

Site fee payment and appropriate Certificate of Currency proof must be received no later than 14 days prior to date of invited event.

Non-receipt of stall fees or certificate of currency by due date may result in forfeiture of stall site.

Cancellations and Refunds

Cancellation by vendor 10 days prior to event date will result in full refund.

Cancellation by vendor 7 days prior to event date will result in 50% refund stall fees.

No refund will be given to vendor if cancellation is received within 5 days including on the day.

Cancellation by organiser will result in full refund

If cancellation is required due to illness related to COVID-19, a refund may be negotiated with Event Coordinator.

WBTA is not responsible for adverse weather conditions. No refunds will be given to vendors who do not attend due to adverse weather concerns.

Adverse Weather

This event will operate in varying weather conditions and stallholders must be prepared for adverse weather.

Event Coordinator will negotiate with stallholders regarding packing up their stall due to extreme adverse weather conditions and early departure.

WBTA will not be held responsible for any loss, damage or injury whatsoever resulting from adverse weather conditions

Stallholders Code of Conduct and Responsibilities

Stallholders must respond co-operatively to any direction given by event team in relation to the operation and occupation of their stall, equipment, goods and vehicle during operating times and any direction of a security or safety nature.

Loud product promotion by stallholders (spruiking) is not permitted.

Music broadcast by stallholders is not permitted.

Stallholders must not act in a verbally or physically abusive, dangerous, or disruptive manner. It will not be tolerated and will result in immediate termination of this agreement.

Stallholders must ensure that their activities do not endanger the safety or security of any people at the event.

Stallholders must not cause damage, make alterations or additions of any nature to, or carry out works of any nature to market site property and that, if any damage is caused, the costs of any repairs, making good or replacement are borne by the stallholder.

Stallholders must report to the Event Coordinator any incident or accident to any person or property that involves loss, damage or could be expected to give rise to a claim.

Event Coordinator Representations

The Event Coordinator reserves the right to undertake any of the following actions:

Re-locate a stallholder to another site within the event space.

Require the stallholder to remove from sale any goods or services offered by the stallholder which are not approved products; or

Request that the stallholder undertake any reasonable measure to improve the safety of the stall or to raise the presentation level of the stall and its products.

Request the departure of any stallholder who does not adhere to the terms of this agreement.

Contact information

Email : townsquare@willunga.com

WBTA : info@willunga.com

Event Coordinator : Jasmin Taylor
Sec/Treasurer/Risk Manager : Heather Williams
Marketing : Irene Dougan
Social media manager : Bev MacInnes

WBTA Bank details :

BSB: 633 108

Account No: 154997019

Social media :

The Town Square Willunga

Instagram @thetownsquarewillunga

Facebook @thetownsquarewillunga

Willunga Business & Tourism Association

Website : willunga.com

Facebook @discoverwillunga

Town Square Willunga - Market Application Form	
Name of organisation/business	
ABN if applicable	
Application for:	<input type="checkbox"/> TownSquareMarket <input type="checkbox"/> 2ndHandSaturday
Description of goods for sale Image attachments also welcome	
Contact Person	
Postal Address	
Phone/Mobile	
Email Address	
Social Media	
SITES	<input type="checkbox"/> single <input type="checkbox"/> double
Any additional comments	

I have read and agree to the terms and conditions

I have attached a copy of my current public liability insurance

Or

I do not have public liability at time of application but will purchase on acceptance of application and present certificate on same date as payment of first stall fee.

Disclaimer: insurance and other liability for stallholders is your own responsibility. The organisers of this event are not responsible for any injury, loss or damage arising from your production, selling or participation at the Willunga Town Square Market

Signed: _____

Date: _____

Return your completed & signed application form:

Email to: townsquare@willunga.com ATTN: WTSMarket Stall (preferred)

Or post (form only) to Willunga Town Square Market, PO Box 22, Willunga 5172

Town Square Market bank details : BSB: 633 108 / Account No: 154997019
Please Include Business Name and Invoice number as REF when forwarding payment.

List of markets and events

If you would like, please highlight, or otherwise mark dates that you would like to be considered for.
Additional conditions for twilight events appear on the last page of this document.

*TBC denotes events that will be planned in conjunction with vendor and local business engagement.

December

Saturday morning markets Trading hours 9am-1pm

- 3/12/22 Town Square Market
- 10/12/22 2ndHand Saturday
- 17/12/22 Town Square Market
- 24/12/22 Town Square Market
The Last-Minute Dash Christmas Market

Friday twilight markets Trading Hours 5pm-9pm

(licensed event)

- 9/12/22 Twilight market or event
TBC*

Other

(licensed event)

- 31/12/22 Social/community event
(Event will run 9am to 1pm)
(food/beverage/entertainment)
Chill & Greet

January

Saturday morning markets Trading hours 9am-1pm

- 7/1/23 Town Square Market
- 14/1/23 2ndHand Saturday
- 28/1/23 Town Square Market

Friday twilight markets Trading Hours 5pm-9pm

(licensed events)

- 6/1/23 Twilight event
Brews & BarBQs
- 27/1/23 Twilight market or event
TBC*

Other

- 26/1/23 Cultural/community event
(Event will run 9am to 1pm)
Kaurna Acknowledgment Event

February

Saturday morning markets Trading hours 9am-1pm

- 4/2/23 Town Square Market
- 11/2/23 2ndHand Saturday
- 18/2/23 Town Square Market
- 25/2/23 Town Square Market

Friday Twilight markets Trading Hours 5pm-9pm

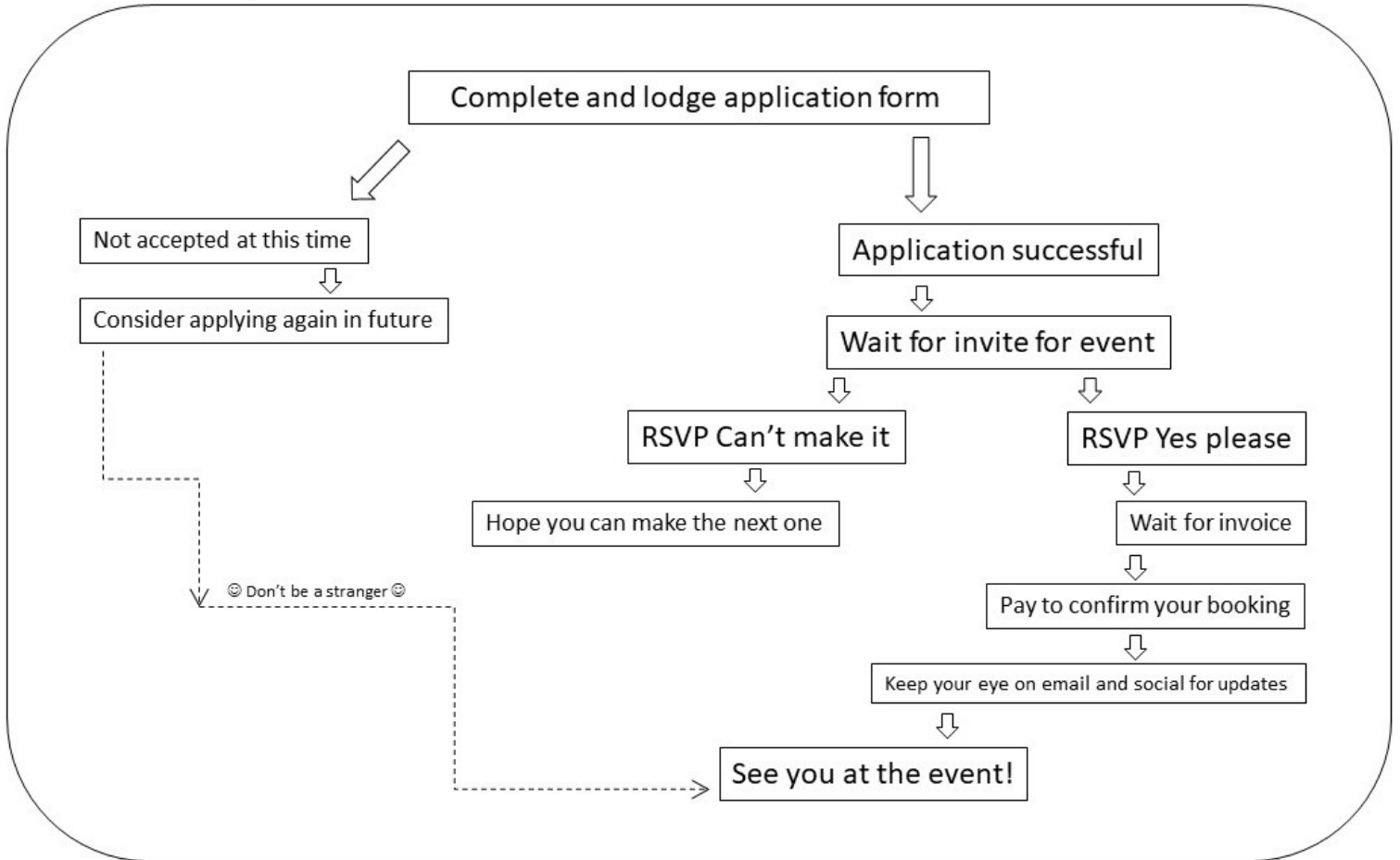
(licensed events)

- 10/2/23 Twilight event
Fashion & Jewellery
- 24/2/23 Twilight event
TBC*

Other

- 12/2/23 Sunday market event
Trading hours 9am-1pm
Plants and Blooms
- 26/2/23 Sunday art, wine, workshops
Trading hours 9am-1pm
Art in the Square

How does the process work?



Twilight Markets & Events Supplementary Terms & Conditions

This document is intended as supplementary conditions that should be read in conjunction with the standard Terms & Conditions established for Town Square Markets & other daylight events.

Please take the time to read the following information before submitting application and expression of interest to participate in Twilight events.

****By submitting your application, you agree to abide by these additional terms and conditions****

Market Terms and Information

As per terms stated on application form.

Trading Hours

The Town Square twilight events are open to the public from 5:00pm to 9:00pm.

Last drinks to be served at 8:30pm.

Products

As per terms stated on application form.

Food and Drink Stalls

A Liquor License has been granted for Friday night events.

All else : As per terms stated on application form.

Set Up

Vendors can access the site from 3:30pm.

All else : As per terms stated on application form.

Pack Up

Please do not begin packing up until 9:00 pm, unless discussed and agreed with the Event Co-ordinator.

We would appreciate the Town Square be clear by 10:00pm.

Stalls, Equipment & Signage

As per terms stated on application form.

Waste and Rubbish Removal

As per terms stated on application form.

Occupational Health and Safety

Vehicles are not permitted within the market area. The sole exception is for food/beverage vendor vehicles who are allowed access only between 3:30-4:30pm and after 9:15pm

All else : As per terms stated on application form.

Applications & Site Booking

As per terms stated on application form.

Cancellations and Refunds

As per terms stated on application form.

Adverse Weather

As per terms stated on application form.

Stallholders Code of Conduct and Responsibilities

Respect the proximity of residences to the venue and be mindful of excess noise levels *including* during set up and pack up times.

Adhere to abiding laws regarding alcohol purchasing and age requirements and all requirements for liquor licensing.

All else : As per terms stated on application form.

Event Coordinator Representations

WBTA will remove any vendor who provides alcohol to any persons under 18

Event Coordinator or proxy will remain on site until all vendors have packed and departed.

All else : As per terms stated on application form.

Town Square Willunga - Market Stallholder Terms & Conditions



Willunga Town Square Market

Morning event trading hours
Saturdays 9:00am to 1:00pm
Set-up from 7:30am
Pack up 1:00pm

Twilight event trading hours
Saturdays 9am to 1pm
Set-up from 3:30pm
Pack up 9:00pm

Please register with
Event Coordinator
on arrival & before set up

Important safety information:
Vendors who have pre-approved vehicle access to the site
can only enter via St Peters Tce.
All vehicles must be removed or stationary no later than
15 mins prior to trading hour start time

To assist other stallholders and avoid street congestion,
please be mindful of keeping time spent in the temporary loading zone to a minimum.

West section – marquee space only
East section – marquee space only (exception east 11)
Centre section – with or without marquee

Food/Beverage vendor sites:
Morning events - East site 12 &/or Centre site 20
Evening events - Organised as per individual event.

Important safety information:
Pedestrians & side street traffic
must give way to Main Road traffic

