

WALPOLE COMMUNITY MARKETS – 2025/2026

TERMS AND CONDITIONS

The Walpole Community Markets are organised and run by the Walpole Nornalup Tourism Association which is a not for profit incorporated organisation. The Markets provide an opportunity for local and visiting stallholders to make a positive contribution to the community life of the locals and visitors to the Town of Walpole. The Markets aim to support and promote local makers and growers wherever possible.

By applying to hold a stall you agree to the following terms and conditions:

Local community not for profit groups are encouraged to provide a Sausage Sizzle for fundraising and provision of market food. Please contact the Market Coordinator on 0426 262 738 to discuss available dates. Some equipment is provided for use. No fee is applicable.

STALL HOLDER CODE OF CONDUCT

- Stallholders are to represent themselves, their site and the market in a professional, safe and courteous manner and not to engage in behaviour that brings the reputation of Walpole Community Markets into disrepute.
- Stallholders must not engage in conduct that is offensive or of deliberate nuisance.
- Walpole Community Markets is an alcohol, drug and smoke free event. Stall holders must comply.
- Walpole Markets is a DOG FREE event.
- Stallholders shall observe the directives of Walpole Community Markets authorised staff at all times:
 - Site Steward: Steven Skippings.
 - Market Coordinator: Robyn Christian.
- In case of emergency Stallholders should proceed as directed by staff to designated assembly area – carpark immediately adjacent to toilet block.

STALL SET UP

- Market stall set up is to be completed by 0730 on the morning of the market.
- On the day you will be directed to your site by the Site Steward, Steven Skippings. Please wait for allocation of your site before setting up. Should any issues arise please speak with him in the first instance. Sites are allocated at the discretion of the Site Steward according to the number and type of stalls on the day. This is a volunteer position as is the role of the Coordinator. Without volunteer workers the Markets would not be able to run. Stallholders are requested to be respectful towards Market Volunteers and others.
- Any concerns need to be made in writing to the Chairperson of the Walpole Nornalup Tourism Association. PO Box 196, Walpole, 6398 or manager@walpole.com.au.

INSURANCE

All Stallholders are required to have their own insurance. A copy of your insurance policy will need to be supplied to the market organisers.

FOOD STALLS

- Food Permits are required for all food products (i.e. jams, cakes, pickles etc.).
- Food Permits are available from your local Shire and need to be displayed at all times. Failure to have your permit on display will result in an inability to hold your stall.

VEHICLES

Cars can be driven onto the Park for unloading only. Please remove all vehicles by 0800.

DOGS

The Walpole Markets are a **dog free** event, unless they are expressly associated with your stall (i.e. therapy, sheep dog trials) or governed by any other law.

EMERGENCY PROCEDURES AND FIRST AID

- All stallholders and market customers are asked to gather immediately in front of the toilet block in case of any emergency.
- A basic first aid kit will be available from the organiser. Please direct and support customers in the event of any accidents.

STALL BOOKINGS

- Booking requests can be made online at www.walpole.com.au/markets or by email to markets@walpole.com.au.
- Please call the coordinator if you require assistance or need to fill in a paper copy of the application form. Market Coordinator: 0426 262 738.
- The Walpole Community Markets are located in the Pioneer Park, South Coast Highway, Walpole and run from 0800 to 1300.

STALL PAYMENTS

- Stall holder fees need to be **paid within a month of application**. Please make a direct debit payment to:
Walpole Community Markets
BSB: 633-000
Account Number: 193652591
Reference: Stall holder's name
- Alternatively, you can pay cash at the Visitor Centre and you will receive a receipt. If you pay by this method you must still complete an Application Form each time you book a stall.
- **Cancellation Fee:** \$10.00.
- **Refunds** are at the discretion of the market Coordinator.

The organisers of the Walpole Community Markets reserve the right to refuse any stall holder for whatever reason.