



IVANHOE FAIR

PRIMARY SCHOOL

SATURDAY
20 NOV
12 noon - 5:30pm

FAIR STALLHOLDER APPLICATION

YOUR DETAILS

Organisation / Company Name		
Contact Person		
Does your child attend Ivanhoe Primary School?	No	
	Yes - Child's name & class:	
Mobile		
Email Address		

PLEASE SELECT YOUR SITE OPTION

Food Vendor \$300.00 – 3m x 3m site only	Community stallholder \$50 – 3m x 3m site only
Ivanhoe Retailer Site fee: Donation of auction/raffle prize	Bring own set-up Marquee - MUST provide weights, as on asphalt. Bring own table, chairs, etc

STALL DETAILS

Will you be bringing any extra set up or equipment?	No
	Yes - List equipment:
Any additional donation of profits/goods to the school (not required, but welcome)	
If you are sharing your space with another stallholder please advise their name	
Please specify the range of items you are selling	

DECLARATION

I _____ (name) have read all the enclosed information regarding the November 20th temporary stall and I agree to abide with all the requirements. I understand that on the day of the event, should I not abide to these requirements, IPS reserve the right to stop the sale of items immediately.

Signed		Name		Date	
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Sign digitally using draw tool or Adobe sign

Please return this application to Ivanhoe Primary School with a copy of your Public Liability Insurance by Friday 1 October 2021 either: a) in person: Ivanhoe Primary School, 124 Waterdale Road, Ivanhoe; or b) via email: to Cat Atkinson climbatree1@gmail.com. Enquiries/Questions: 0421 176 673. Please note: Stall numbers are limited. If multiple stalls apply with the same offering, preference will be given to early applications.

STALL HOLDER INFORMATION, TERMS AND CONDITIONS

Your contact on the day: Cathryn Atkinson ph 0421 176 673

Event times: 12:00pm-5:30pm

1. Application for a stall position does not guarantee a space will be offered or available.
2. There will be no vehicle access to the school oval. All items need to be carried, or trolleyed, in.
3. Stallholders with position in the upper asphalt area MAY drive in to unload, but cars must be removed by 11am.
4. ALL external stallholders MUST have public liability insurance for the day.
5. Stallholders have the right to supply additional equipment/set up, as long as it fits within the 3x3m site provided by IPS.
6. Stallholders will provide their own cash floats, and be responsible for keeping their own valuables safe
7. All stall fees MUST be paid by Friday 15th October 2021, in cash, to the IPS school office. (Direct debit to the school can be arranged) Fees not paid by this date will result in your site being offered to the next person on waiting list.
8. Acceptance and non-acceptance of applications will be at the sole discretion of Ivanhoe Primary School Fair Committee (hence known as "The Committee"), and will be based on the information given by the applicant on their application, listing all products, quality, product distribution, diversity (market mix) and availability.
9. The Committee reserves the right to reject applications and not enter into any correspondence or otherwise explain the reasons for its decisions. All decisions made by management are final.
10. Stall rental and stall position is totally at the discretion of the Committee.
11. Stalls cannot be transferred, sublet, franchised or sold to any other person, nor can they be shared without written approval.
12. Upon applying for a stall, stallholders agree that any images that they supply can be used to promote the IPS Fair. Stallholders must only provide images that are their own or have copyright thereof. Stallholders must also agree that they will exercise good judgement and always be respectful and courteous to fellow stallholders and customers on all platforms of social media.
13. It is the responsibility of the stallholder to ensure they conform to any safety and compliance standards pertaining to their product
14. No weapons are to be sold.
15. Notification of non-attendance is required on market day via mobile (0421 176 673) to allow neighbouring stallholders to spread out and fill in gaps. No refunds/credits will be given or considered on market day.
16. A \$30 admin fee/cancellation fee will be charged if a booking is confirmed and then cancelled. There is no fee if more than two weeks notice is given and any monies paid will be refunded.
17. NO refunds are given for cancellations that occur within 7 days before the event. The Committee is not responsible for adverse weather conditions so there are no refunds for this reason.
18. The Fair will operate in varying weather conditions and stallholders must be prepared for adverse weather.
19. The Committee will not be held responsible for any loss including fees paid by stallholders, damage or injury whatsoever resulting from adverse weather conditions.
20. Within school grounds, smoking is **not permitted**.

STALL SET UP AND EQUIPMENT

21. The waste bins provided at the Fair are for the general public use only.
22. Stallholders are responsible for leaving their site and surrounding area clean, tidy and undamaged.
23. All stall equipment including racks, tables, signage etc must be contained to the stall site boundaries. Public access ways must be clear at all times.
24. Tents, covers and all stall equipment must be erected securely and weighted or secured at all times regardless of the weather.
25. Powered sites are limited and power outlets may only be used with the permission of the Committee.
26. Stallholders agree to remove ALL their own rubbish from the premises