

## Stallholder Expression of Interest, Guidelines & Rules

**Saturday 13 July 2024 – 9am to 3pm**  
**Sunday 14 July 2024 – 9am to 3pm**

**Friday 1 November 2024 – 9am to 3pm**  
**Saturday 2 November 2024 – 9am to 3pm**  
**Sunday 3 November 2024 – 9am to 3pm**

Please tick box of event you wish to apply for. Application is not an acceptance. As below we will be in contact in due course.

*We need to ensure that we provide quality handmade products to our customers and that we don't flood the market with too many of the same products. By completing this expression of interest, it will allow us to determine your products suitability. Once we have received your interest, we will process and if you are successful, we will advise and can continue gathering information from you to place on our website, social media and marketing material.*

### Market Stall Benefits

What you will receive:

- Market is positioned in very high traffic area in a town that is always busy, especially of a Sunday
- This market will complement the weekly Maleny market held at the RSL Hall.
- Maximum exposure through advertising of your presence and products and or services through our social media pages.
- The chance to provide video and or blogs to be hosted on social media pages.
- All advertising costs will be paid by the event organisers including but not limited to paper, radio, signage, boosted social media posts, online event calendars thus ensuring maximum exposure for the market, you and your handmade product
- \$10,000,000 AIG Australia Limited BusinessGuard™ Public and Products Liability Insurance for a fee of \$10 per stall per day if you do not have your own public and products liability insurance, subject to a list of excluded products which is listed under the Insurance section of this document.

On following pages are:

- Stallholder Expression of Interest – Complete and email to [malenyhandmade@gmail.com](mailto:malenyhandmade@gmail.com)
- Stallholder Guidelines & Rules – Read, sign last page and return to [malenyhandmade@gmail.com](mailto:malenyhandmade@gmail.com)

Please complete the Expression of Interest & sign Guidelines and submit all to [malenyhandmade@gmail.com](mailto:malenyhandmade@gmail.com)

**ABOUT YOU/YOUR BUSINESS**

Name of Stall or Business: (Please supply ABN & address if you require this on your invoice)	
Email:	
Contact Name:	
Mobile Number:	
Postcode:	
Website URL:	
Facebook URL:	
Instagram URL:	

**ABOUT YOUR PRODUCT**  
If you are a new vendor to this event, please include photos of your product/s along with any photos you have of your set up if you sell at other events

Primary product, theme or skill (ie, jewellery maker, woodworker, recycled art, skin care range) etc	
What will you be selling? Note if accepted you are not able to add to this unless agreed by management.	
Do you make the product yourself?	
Please give a brief description of what parts or process is handmade.	

**INSURANCE**

1. Do you hold your own Public & Product Liability Insurance	No (go to next question) Yes (go to question 4)
2. If you ticked No to having your own insurance, do you sell any of the below products that fall into these categories:	
<ul style="list-style-type: none"> <li>i. mechanical &amp; electrical goods;</li> <li>ii. toys (including board games);</li> <li>iii. adult toys;</li> <li>iv. medicines, potions, beauty products, nail polish (including soap);</li> <li>v. hazardous, flammable or dangerous goods (including candles);</li> <li>vi. products that have been dispensed or have been repackaged into smaller containers for retail sales, except where the original product dispensed has not been altered, mixed or blended with any other ingredients or products with clear product labelling of use and ingredients;</li> <li>vii. products sold in containers exceeding 5 litres or 5 kilograms;</li> <li>viii. explosive tools, fireworks, flammable liquid or bulk pool chemicals</li>   <li>ix. products intended to be used in connection with the navigation of vehicles, aircraft or watercraft</li> <li>x. parts for motor vehicles</li> </ul>	

- xi. medical equipment
- xii. guns and/or ammunition
- xiii. model aircraft
- xiv. knives, swords or spears (excluding cutlery)
- xv. power tools
- xvi. motorised vehicles
- xvii. animal feed (excluding for domestic pets)
- xviii. gym equipment and bicycles
- xix. preparation of any body part for, or the application of, any tattoo or body piercing item
- xx. massage, chiropractic treatment or similar type treatment;
- xxi. fertilisers
- xxii. tobacco products and nicotine replacements, personal vaporizers products;
- xxiii. silicone and latex products;
- xxiv. essential oils (which is to be used internally or directly on skin);
- xxv. vitamins, herbs, protein powders, nutraceuticals or any health and weight loss products; or any beauty treatments (excluding hair braiding, face painting using natural/nontoxic paints, henna painting)
- xxvi. any alcohol products
- xxvii. any products using button batteries

If No - go to next question

If Yes - Unfortunately, we cannot cover your items with our insurance. If you would still like to be part of our Markets, please arrange your own Ins.

3. Based on your self-assessment, you are eligible for coverage under our insurance at \$10 per day of attendance. If you would like to take out our coverage, please sign here to declare that you are not selling any of the excluded items above.

Sign: ..... Date: .....

If you take cover under our insurance then the remaining questions do not relate to you.

4. If you have your own insurance, we require a minimum of \$10M Public & Product Liability. Do you have this coverage?

If Yes, go to next question.  
If No - it is a requirement that you hold a minimum coverage of \$10M Public & Product Liability. Please arrange for additional cover or look at coverage through our insurance above.

5. Is your insurance in your Stall name or your personal name as listed on the application?

Yes - next question  
No - We need insurance certificates to relate to the name of the stall or stallholder. Please arrange for these details to be added to your insurance certificate.

6. Do you sell any of the items listed in Question 2 which is toys (including board games)?

If yes, we need the certificate to mention that is the nature of your Stall.

Lastly, please attach your current certificate, even if expired but note we will require a current Certificate of Currency prior to any event.

## MARKET ATTENDANCE

Please indicate which days you wish to attend:

### PLEASE NOTE

**July event** - Our wish is to fill with 2-day bookings. However, 1-day stallholders can select the Deck and we will do our best to accommodate.

**November event** - We advise that we cannot accommodate 1-day bookings on Saturdays for November. This becomes too disruptive to the event. You are welcome to apply for one day but it can only be the Friday or Sunday. Of course, preference is given to those attending all days but we will do our best to accommodate everyone.

July		November	
13		1	
14		2	
		3	

## SITE PREFERENCES

Please indicate which site you prefer; pricing will be negotiated upon acceptance. Only selected indoor stalls will be supplied a table and we will advise if you need to provide your own table as indicated on your invoice if not prior to invoicing. All stallholders will have chairs supplied unless they advise otherwise. All stalls are indoor or under cover.

While we would like to confirm you could have the same spot for each event you apply for that is not always practical and of course it is decided by what is available at time of application and what other stalls will be around you. Please don't assume you will have the same space for each event you apply for.

Prices are per day

### Main Hall – July / November

	Stage & Centre Isles on floor standard stall sites 2x2 metres \$55
	Floor standard stall sites 2x2 metres \$65 (some powered & some back wall – indicate if you need either)
	Corner site 2x3 metres in the main hall with supplied front table and side table (2 tables) and chair = starting from \$100

### Front Deck – July / November

	Stalls starting from \$45 up to \$65, only chairs are supplied. The front deck is very light however some spots can be sunny depending on the time of day and position of the sun. Lift available to deck. Has its own toilet.
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### Verandah Room & Surrounding Deck – July/November

	<ul style="list-style-type: none"><li>• Saturday &amp; Sunday JULY</li><li>• Friday, Saturday &amp; Sunday NOVEMBER</li></ul> <p>Table supplied only if available in venue at the time (will notify closer to event), chair supplied.</p> <p>2x2 - \$45 per day 3x2 - \$65 per day 4x2 - \$90 for day</p> <p>Deck area is \$55 for a space per day – they vary in shape but are approximately 3x2m and will offer enough space for a standard 1.8m table and possibly a rack etc. Stallholders to bring their own stands etc.</p>
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# Stallholder Guidelines & Rules

## Unique, Special & High Quality.....

Qld Artisan Festivals & Events (QAFE) are uniquely for goods that have been handmade, created by, hand baked or constructed by the person who attends to the stall on market day. Any exceptions to this must be approved by the management of QAFE. The festivals are not for any mass-produced products.

1. All products and goods offered for sale must be high quality. The Management reserve the right to ask for items that appear to be of poor quality to be removed from being offered for sale.
2. All products and goods offered for sale must be approved prior to market day. Any additions to your stall must be approved prior to being offered for sale.
3. All Stallholders should be able to explain how they made the product to the market management if required. It is important that 'Handmade' establishes itself as a reputable market for the public to attend and rely upon to find unique items.
4. QAFE request that Stallholders ensure that they have their 'story' available for purchasers such as where they find their inspiration, goods are recovered, recyclable etc. as this can improve the market experience for customers.
5. We request that Stallholders observe the copyright of their fellow Stallholders. QAFE takes no responsibility for determining copyright legality and all grievances will need to be directed between the relevant parties.
6. Management will do their best to reduce the number of repetitive stalls at the market however QAFE do not guarantee that any Stallholder will be exclusive.
7. Stallholders who want to add a different product or change the products that they offer for sale need to seek approval from QAFE before offering the goods for sale. QAFE reserve the right to ask for any goods not approved to be removed from sale.

## Sites.....

8. Allocation of sites will be at the discretion of QAFE based on the order of payment received, the items for sale and layout of the site. Applicants' requests for particular locations will also be considered, such as stalls with a wall behind or to be located next to someone who will assist with coverage etc. Additional fees are applicable for sites with more space or power.

9. Final allocation of sites and information will be emailed to Stallholders before market day and we endeavour to ensure that all stallholders are 'locked into' their sites well before market day.
10. QAFE decision on sites on market day will be final.

## On the day.....

Working together to be fully set up and ready to go ensures success for all of us.

11. All stalls will be supplied chairs unless otherwise advised by you that you do not want one. Stallholders must be set up and ready at least 15mins prior to the public open time advertised. No set up is to take place after opening time.
12. All stallholders must stay within the parameters of your allocated Stall unless by agreement of management. While circumstances may have led to additional space in your Stall previously, this does not carry to the next event.
13. No early pack up is permitted. If you cannot be in attendance for the entirety of the market timing then you need to arrange for someone to run your stall or not attend.
14. All Stallholders must report to floor manager at least 30mins before the advertised opening time. Failure to do so may result in the forfeit of your market fee and your stall re-allocated to a standby.
15. Parking arrangements, if any, as well as timing will be supplied with the stall-holders pack issued prior to the event under a separate email.
16. Stallholders must ensure that they clean their area thoroughly and do not leave any rubbish, pack up their table and chair at the end of the market and place as indicated by the floor manager. This is not negotiable and our on the floor manager will check in with you at the end of the day to ensure this has been completed.

## Atmosphere.....

Our festivals showcase of our best creatives. As creatives we achieve more when we gather in a friendly atmosphere where we all work together.

17. We reserve the right to ask any Stallholder to leave without refund who shows aggression or ill feeling towards another Stallholder, Management or the general public.
18. QAFE do not tolerate any forms of bullying or aggression between Stallholders, management or anyone associated with the market including the general public. Any formal complaints to QAFE will be dealt with and our decision will be final. Stallholders who initiate any forms of misadventure including bullying and aggression will be removed from the market and refused stalls in the future.

## Cancelations and reschedules.....

19. We do not offer refunds on booked stalls if you do not show up at the event. A stall cannot be transferred to another Stallholder without the permission of the management of QAFE. QAFE reserve the right to change the date of the market with 4 weeks' notice without penalty. If the market is cancelled by QAFE then any deposits or payments for stalls at that particular market will be refunded to the person who paid via the method that it was paid. QAFE will not accept any liability for losses incurred due to a cancelled or rescheduled market.
20. If a Stallholder cancels and we have enough time before the event we will endeavour to rebook your stall. This will incur a \$35 admin fee per new booking. If we are able to rebook the stall you will receive your refund (less \$35) after the new stallholder has paid in full for the stall.
21. Within 14 days of the event, no refunds should be expected as marketing and set up work has been completed. We will treat each request case by case.
22. Stallholders are not to sell raffle tickets unless prior approval has been given.
23. Stallholders must ensure that their site and the market area is left clean after they have packed up.

## Overall Market Appeal.....

QAFE aim to provide an appealing, tidy, professional and aesthetically pleasing market. Stallholders who apply for a stall will benefit from the collective approach to delivering a high-class makers market that delivers high quality Handmade goods.

24. Stallholders will be shown to their site by QAFE on market day and they must keep their goods within their allocated area. Stallholders must ensure that they do not have goods on the floor in walkways and hanging where the public walk-in line with OHS requirements. Stallholders must cover their table with a cloth that covers all boxes etc that are stored under the table to ensure that the market looks tidy and appealing. The cloth must not fall further than the floor or tuck back under the table at the floor to ensure that the cloth is not a trip hazard. A limited number of clothes will be available to lease on the day for \$20 plus a deposit of \$30.
25. Stallholders must confine their displays and signs within the confines of their allocated stall site and keep pathways clear for patrons as per OHS and insurance policy requirements. All the planning in the world for a great display will be lost if your table cloths don't reach the floor and there is a mess behind your stall of bags and boxes. If the public can see this, it will distract them from what you want them to see. The more professional your stall looks, the better the public perceives your items and their quality.
26. Gazebos are not allowed indoors.



## Compliance.....

27. Stallholders who use electrical or gas appliances must comply with all relevant certification standards. Electrical leads must be tagged and tested within the last 12 months. No flame is allowed.
28. The Stallholder is responsible to ensuring that they trade within all relevant laws. Any food items must comply with all relevant food handling and preparation laws. All administrative laws such as Tax Invoices, GST and compliance to Australian Standards relating to the sale of the Stallholders' goods is the Stallholder's responsibility. QAFE will not take any responsibility for any breaches of the law by the Stallholders.
29. Stallholders that make soap either by cold or hot processes and for the purpose of sale need to show proof of their registration with AICIS (Australian Industrial Chemicals Introduction Scheme).
30. Stallholders must comply with Queensland laws pertaining to single-use plastic bags which includes compostable, degradable and biodegradable plastic bags. QAFE will not take responsibility for Stallholders who breach this law and reserve the right to remove stalls that breach the legislation.

## Other.....

31. Stallholders are not permitted to carry out loud promotion of their products.
32. Stallholders must not pack up before the advertised closing time.
33. Animals are not allowed at the market sites except for registered assistance dogs.
34. There is no smoking at QAFE. Stallholders who wish to smoke are requested to not smoke near or around the entrance of the markets.
35. QAFE do not accept any responsibility for damages goods as a result of the market, set up and pack up or being left overnight. Stallholders are responsible for their goods at all times. If a Stallholder has a dispute with another Stallholder regarding damage, then the Stallholder must deal with their grievance directly with the other Stallholder. QAFE cannot work as mediator or communicator between Stallholders.

Now, let's all have fun working together to promote handmade, unique products.

PLEASE SIGN AND DATE TO ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTOOD AND RETURN TO US BY EMAIL to [malenyhandmade@gmail.com](mailto:malenyhandmade@gmail.com) THANK YOU.

Signed by Stallholder

Date

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[https://www.instagram.com/maleny\\_handmademarkets/](https://www.instagram.com/maleny_handmademarkets/)