



Stallholder Expression of Interest Guidelines & Rules

23rd August 2024 3pm to 7pm (Sip & Shop)

24th August 2024 9am to 3pm

25th August 2024 9am to 3pm

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 reply within 15 business days if you are successful and can continue gathering information from you to place on our website, social media and marketing material.

Market Stall Benefits

What you will receive:

- Festival is positioned in very high traffic area in a town that is always busy.
- Maximum exposure through advertising of your presence and products and or services on our social media pages
- The chance to provide video and or blogs to be hosted on our social media pages
- All advertising costs will be paid by the event organisers may include, but not limited to paper, radio, signage, boosted social media posts, online event calendars thus ensuring maximum exposure for the festival, 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 at the end of this document.

On following pages are:

- Stallholder Expression of Interest – Complete and email to cooroyhandmade@gmail.com
- Stallholder Guidelines & Rules – Read, sign last page and return to cooroyhandmade@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"> i. mechanical & electrical goods; ii. toys (including board games); iii. adult toys; iv. medicines, potions, beauty products, nail polish (including soap); v. hazardous, flammable or dangerous goods (including candles); 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; vii. products sold in containers exceeding 5 litres or 5 kilograms; viii. explosive tools, fireworks, flammable liquid or bulk pool chemicals 	

- ix. products intended to be used in connection with the navigation of vehicles, aircraft or watercraft
- x. parts for motor vehicles
- 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.

<p>4. If you have your own insurance, we require a minimum of \$10M Public & Product Liability. Do you have this coverage?</p>	<p>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.</p>
<p>5. Is your insurance in your Stall name or your personal name as listed on the application?</p>	<p>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.</p>
<p>6. Do you sell any of the items listed in Question 2 which is toys (including board games)?</p>	<p>If yes, we need the certificate to mention that is the nature of your Stall.</p>

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** We advise that we cannot accommodate 1-day bookings on Saturdays. 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 each event. Of course, preference is given to those attending all 3 days and then 2 days but we will do our best to accommodate everyone.

	Friday - 3pm to 7pm – Sip & Shop
	Saturday - 9am to 3pm
	Sunday - 9am to 3pm

SITE PREFERENCES

Please indicate by tick, which you prefer, pricing will be negotiated upon acceptance. All indoor stalls will be supplied a table and chair unless they advise that they do not want them.

Stalls in front of the hall are outside and need to supply tables and marquee if required. There are plenty of sturdy chairs at the hall that can be used.

Prices are per day. **NOTE Friday Stalls are less 33% on quoted prices below to represent the shorter open time.**

	Standard stall sites - 2x2 metres = starting from \$55 through to \$65 for a full corner
	Large stalls – 3x2 metres = starting from \$75 through to \$100 for a full corner
	Indoor Large stalls = 3x3 metres \$120
	Indoor 2m frontage x 4m depth at \$80 (only 2 available)
	Outdoor Large Stalls = 3x3 metres \$70



Stallholder Guidelines & Rules

Cooroy is a special community made up of unique artisans including craftspeople, authors, woodworkers, designers, food creators and makers of many other special products. Cooroy Handmade & Artisan Festival is an opportunity to showcase our area's absolute best.

Stallholders interested in being part of this extraordinary event are required to submit an application form and accompanying photos of their products. Images may be used in social media, on the website and in promotional material if the stallholder is accepted.

The management of Cooroy Handmade & Artisan Festival will assess all applications to ensure goods meet a high level of standard. Approvals will be sent to those who are successful in securing a table at the next market.

Upon receiving a notice of approval, full payment will be required as indicated on the invoice. A place is not guaranteed until full payment has been received.

Unique, Special & High Quality.....

Cooroy Handmade & Artisan Festival is 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 Cooroy Handmade & Artisan Festival. Cooroy Handmade & Artisan Festival is 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. Cooroy Handmade & Artisan Festival 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. Cooroy Handmade & Artisan Festival takes not responsibility for determining copyright legality however and all grievances will need to be directed between the relevant parties.
6. The Co-Ordinator will do their best to reduce the number of repetitive stalls at the market however Cooroy Handmade & Artisan Festival 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 the Cooroy Handmade & Artisan Festivals before offering the goods for sale. Cooroy Handmade & Artisan Festivals reserve the right to ask for any goods not approved to be removed from sale.

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Sites.....

8. Allocation of sites will be at the discretion of the site co-ordinator 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 will be done in the week before the market and information will be emailed to Stallholders before market day however, we will endeavour to ensure that all stallholders are 'locked into' their sites beforehand.
10. The Site Co-ordinator's 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. 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.
13. All Stallholders must report to daily co-ordinator 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.
14. Parking arrangements, if any, as well as timing will be supplied with the stall-holders pack prior to the event under separate email.

15. 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.....

Cooroy Handmade & Artisan Festivals is a showcase of our best creatives. As creatives we achieve more when we gather in friendly atmosphere where we all work together.

16. 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.
17. Cooroy Handmade & Artisan Festivals 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 the management 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.....

18. We do not offer refunds on booked stalls. A stall cannot be transferred to another Stallholder without the permission of the management of Cooroy Handmade & Artisan Festivals. Cooroy Handmade & Artisan Festivals reserve the right to change the date of the market with 4 weeks' notice without penalty. If the market is cancelled by Cooroy Handmade & Artisan Festivals 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. Cooroy Handmade & Artisan Festivals will not accept any liability for losses incurred due to a cancelled or rescheduled market.
19. 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. Within 14 days of the event, no refunds should be expected as marketing set up work has been completed. We will treat each request case by case.
20. Stallholders are not to sell raffle tickets unless prior approval has been given.

Overall Market Appeal.....

Cooroy Handmade & Artisan Festivals 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.

21. Stallholders will be allocated a site by the Site Co-ordinator 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.

22. 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.
23. 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.
24. Gazebos are not allowed indoors.

Compliance.....

25. 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.
26. 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. Cooroy Handmade & Artisan Festivals will not take any responsibility for any breaches of the law by the Stallholders.
27. 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).
28. Stallholders must comply with Queensland laws pertaining to single-use plastic bags which includes compostable, degradable and biodegradable plastic bags. Cooroy Handmade & Artisan Festivals will not take responsibility for Stallholders who breach this law and reserve the right to remove stalls that breach the legislation.

Other.....

29. Stallholders are not permitted to carry out loud promotion of their products.
30. Stallholders must not pack up before the advertised closing time.
31. Animals are not allowed at the market site except for registered assistance dogs.
32. There is no smoking at Cooroy Handmade & Artisan Festivals. Stallholders who wish to smoke are requested to not smoke near or around the entrance of the markets.

33. Cooroy Handmade & Artisan Festivals 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. Cooroy Handmade & Artisan Festivals 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. THANK YOU.

Signed by Stallholder

Date

PLEASE LIKE & FOLLOW OUR FB PAGE AND OUR INSTAGRAM PAGE

<https://www.facebook.com/cooroyhandmadeartisanfestival>

https://www.instagram.com/cooroy_handmadeartisanfestival/