



QLD Artisan  
Festivals &  
Events



MALENY  
ECO CREATIVE  
FESTIVAL

# Stallholder Expression of Interest Guidelines & Rules

Eco Creative & Speciality Vintage

**Friday 31<sup>st</sup> March – 12pm to 6pm**  
**(Official launch, Shop & Sip 3pm onwards)**  
**Saturday 1<sup>st</sup> April – 9am to 3pm**  
**Sunday 2<sup>nd</sup> April – 9am to 3pm**

- *A celebration of artisans, makers, creatives & designers using sustainable practices to produce products, services, art & design from discarded waste products, recycled items and/or eco focused practices.*
- *A space for specialty vintage pieces that complement the eco creative theme.*

## About us

We are a couple of makers who started makers markets, specialising in indoor venues. Maleny Eco Creative Festival is a new addition to our already established events. To complement the eco theme we have spaces for special vintage stalls that are beautiful to the eye and take the festival to a whole new level. Combining eco creations, practices and the selling of what's vintage but still beautiful, collectible or incredibly fun.

For some years we have been running Maleny Handmade & Creative Markets. Two years ago, we also started Cooroy Handmade & Artisan Festival to offer the same opportunity to makers in the northern section of the Sunshine Coast and bring something special to this unique little town.

In 2023, we are excited to move into an area close to our heart. Creatives who work sustainably, naturally, recycling, remaking, growing and any other practice that has an Eco theme.

We are on the hunt for extraordinary creatives to be stallholders or exhibitors who are makers, artists, designers, cooks or growers incorporating a sustainable or 'Eco' approach to their art, craft or business. This includes, and not limited to, art and Artisan products from waste or found items, food items grown from sustainable practices, art from recycled products, items that can be recycled when no longer in use and creative repurposing.

### **Market Stall Benefits**

What you will receive:

- Market is positioned in very high traffic area in a town that is always busy, especially on 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 at the end of this document.

On following pages are:

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

Stallholder/Exhibitor Prizes (to be announced prior to event)

Prizes will be awarded to recognise artistic talent based on the Eco ethos. Stallholders who take up the full weekend will be the only ones eligible as the awards will be handed out on the Friday evening.

Please complete the Expression of Interest on these 2 pages and submit to [malenyecocreativefestival@gmail.com](mailto:malenyecocreativefestival@gmail.com)

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:	
Do you have your own Market Stall Public & Product Liability Insurance?	<p>Yes / No*</p> <p>If yes, please provide a copy but only if the date is inclusive of this event. If not please advise yes above and advise expiry date and send new certificate of currency prior to event.</p> <p><b>You must have insurance to be a stall holder.</b></p> <p>*If no, there is a \$10 charge for day to be covered by a \$10,000,000 AIG Australia Limited BusinessGuard™ Public and Products Liability Insurance. Please read the Unacceptable Insurance Risks on following pages to see that you are eligible for this product. This fee will be added to your invoice.</p>
Primary skill, theme and/or product or Vintage stall style (ie, jewellery maker, woodworker, recycled art, skin care range)	
What would you like to exhibit or sell starting with your primary product. If you plan to sell different products, please estimate the percentage of your stall allocation to the different products. Ie: Clothes from recycled fabrics 80%, headbands and scrunchies from recycled fabrics 20%. Vintage stalls, please give us an idea of your stall style percentages	
Why do you think that your products may qualify as Eco? (Vintage stalls can leave this blank) (Please supply an Eco statement. This statement may be used in marketing so try to keep it simple but effective. You can send us an updated statement if accepted into the market if you wish.	

Do you make your items? (Vintage Stalls can leave this blank) (if not, please explain your involvement in the items you would like to sell. We are looking for stallholders that make their items, however we will consider designers or service providers depending on whether we feel that they fit the theme of the event)	
Can you supply photos? (please supply photos of your goods to help us with assessing your application. Other photos that help and assist with marketing include photos of your stall set up at a market, photos of you at your stall and photos of you in your studio/workshop)	
We are open to applications for 1, 2 or 3 days. As an indoor event, most stalls will have the opportunity to remain set up throughout the event.	
	Friday, Saturday & Sunday – full weekend package.
	Friday – 12pm to 6pm (Sip & Shop)
	Saturday – 9am to 3pm
	Sunday – 9am to 3pm
We have a range of different stalls however. Please indicate your preference and we will confirm availability. All stalls come with 2 chairs (more if requested). Some come with tables – please refer to specific stall details. Any tables referred to here are standard ‘Bunnings’ style 6ft tables – approx. 1.88 x .75 m.	
	Standard stall sites on the floor of the main hall 2x2 metres = \$65 per day (plus ins if required) Please request power if needed. Not all of these stalls are supplied with a table. Standard Corner 2x2 Stall – add \$10 per day. Some stalls on the main floor have a wall behind.
	Corner site 2x3 metres on the floor of the main hall. \$100 per day (plus insurance if required). Up to 2 tables supplied if requested. These stalls do not have access to power. These stalls do not have any walls behind them.
	Standard stall sites on the stage of the main hall 2x2 metres = \$55 per day (plus ins if required). Please request power if needed. Requests for a wall behind can be considered for this stall type. Table supplied if requested.
	A limited number of small stalls are available on the deck starting at \$40 per day. These stalls cannot be left set up overnight however items can be left in the hall overnight for those who do more than 1 day.



# Stallholder Guidelines & Rules

Maleny is a special community made up of unique artisans including craftspeople, authors, woodworkers, designers, food creators and makers of many other special products. Eco Creative Festival Maleny 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 Eco Creative Festival Maleny 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.....*

Eco Creative Festival Maleny 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 Eco Creative Festival Maleny. Eco Creative Festival Maleny is not for any mass-produced products unless the reason forms part of the application and is accepted based on the Eco Statement.

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. Eco Creative Festival Maleny request that Stallholders ensure that Eco statement and story that attaches them to this unique Festival is on display for customers to read as this will form part of the overall exhibition.

4. We request that Stallholders observe the copyright of their fellow Stallholders. Eco Creative Festival Maleny takes no responsibility for determining copyright legality however and all grievances will need to be directed between the relevant parties.
5. The Co-Ordinator will do their best to reduce the number of repetitive stalls at the market however Eco Creative Festival Maleny do not guarantee that any Stallholder will be exclusive.
6. Stallholders who want to add a different product or change the products that they offer for sale need to seek approval from the Eco Creative Festival Maleny before offering the goods for sale. Eco Creative Festival Maleny reserve the right to ask for any goods not approved to be removed from sale.

Eco Creative Festival Maleny is uniquely for goods that have been approved by management based on Eco Statements submitted by the artist, creator or exhibitor.

## Sites.....

7. 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.
8. The Site Co-ordinator reserves the right to move any stallholder to a different site without notice. This applies even if a specific stall has been discussed and agreed upon. Stall site movements can apply due to a range of reasons including external issues relating to the hall and changes of local, state and federal laws. Every effort will be made to honour all promises and agreements however should a change need to take place, the stallholder agrees to abide by the direction of the Site Co-ordinator.
9. 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.

10. All Stallholders must report to management at the hall at least 45 mins prior to the advertised opening time either in person all a call to advise and discuss why they are not present.
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. Parking arrangements, if any, as well as timing will be supplied with the stall-holders pack.

14. 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.....

Eco Creative Festival Maleny is a showcase of our best creatives. As creatives we achieve more when we gather in friendly atmosphere where we all work together.

15. 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.
16. Eco Creative Festival Maleny 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.....

17. We do not offer refunds on booked stalls. A stall cannot be transferred to another Stallholder without the permission of the management of Eco Creative Festival Maleny. Eco Creative Festival Maleny reserve the right to change the date of the market with 4 weeks' notice without penalty. If the market is cancelled by Eco Creative Festival Maleny 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. Eco Creative Festival Maleny will not accept any liability for losses incurred due to a cancelled or rescheduled market.
18. If a Stallholder cancels and we have enough time before the event we will endeavour to rebook your stall. This will incur a \$25 admin fee per new booking. If we need 2 bookings to fill a weekend bookings then the charge will be \$50. 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.
19. Stallholders are not to sell raffle tickets unless prior approval has been given.
20. Stallholders must ensure that their site and the market area is left clean after they have packed up.

## Overall Market Appeal.....

Eco Creative Festival Maleny 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 festival/exhibition that delivers high quality 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. 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.
22. 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.
23. Gazebos are not allowed indoors, Gazebo frames can only be used with permission.

## Compliance.....

24. 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.
25. 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. Eco Creative Festival Maleny will not take any responsibility for any breaches of the law by the Stallholders.
26. 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).
27. Stallholders must comply with Queensland laws pertaining to single-use plastic bags which includes compostable, degradable and biodegradable plastic bags. Eco Creative Festival Maleny will not take responsibility for Stallholders who breach this law and reserve the right to remove stalls that breach the legislation.

## Insurance.....

28. The all stallholders need insurance. Insurance should include the name of the stall or stallholder and must have at least 10m public liability & product liability. If you are selling an item listed below then your insurance should note that you are insured to sell that item, such as toys.
29. If you do not have you own insurance and do not sell the excluded items below then you may qualify for our stallholder's insurance at \$10 per day per maker. If you share a stall and their products are sold as a separate entity, then both stallholders require insurance. The cover is per stallholder so a double stall does not increase the insurance fee.



## UNACCEPTABLE INSURANCE RISKS

This insurance does not provide any coverage for Personal Injury or Property Damage in connection with Products Hazard insofar as such Personal Injury or Property Damage in connection with such Product Hazard is caused by or arising out of the ownership, possession, maintenance, operation or use of the following products or services:

- 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
- xxvi. any beauty treatments (excluding hair braiding, face painting using natural/nontoxic paints, henna painting)
- xxvii. any alcohol products
- xxviii. any products using button batteries

## Other .....

30. Stallholders are not permitted to carry out loud promotion of their products.
31. Stallholders must not pack up before the advertised closing time.
32. Animals are not allowed at the market site except for registered assistance dogs.
33. There is no smoking at Eco Creative Festival Maleny. Stallholders who wish to smoke are requested to not smoke near or around the entrance of the markets.
34. Eco Creative Festival Maleny 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. Eco Creative Festival Maleny 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

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

<https://www.instagram.com/malenyecocreativefestival/>