

c/o The Anglican Parish of St Luke
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Stallholder Information:

Toowoomba Handmade market was founded in 2010 by the Anglican Parish of St Luke Toowoomba in response to the many highly talented artisans and designers that live in and around the region. It was felt Toowoomba needs a regular, indoor, high quality handmade market to bring all this talent under one roof. Since that time the market has grown and now sprawls from the hall and through grounds.

The market is located just off the corner of Ruthven and Herries Streets. This venue is right in the heart of town, has plenty of drive by traffic and plenty of parking.

This year the market will take place on the first Saturday of every second month commencing in February.

Who can apply for a stall?

We are looking for crafters, artisans and designers of high quality handmade products that live in and around the Toowoomba region. Each stallholder must be the maker or designer of the products they are selling; we will not accept any stalls that are simply on-selling goods. (Those that represent the work of other independent artists or designers are also welcome to apply.)

We are also looking for makers of gourmet food and producers of organic goods. Please note you must have a current food licence.

In order to further maintain the high-quality tone of the market, we also ask that a high level of professionalism goes into the set-up and display of your stall. This includes providing your own tablecloths (floor-length preferred), and appropriate professional signage as needed.

We have two indoor stall sizes available (tables provided), and stallholders also have the option of setting up outside the venue (please provide your own gazebo and tables). Please refer to the application form for further details. Stall holder fees contribute to the great work that St Luke's Anglican Church does for the local community and its charities.

Do I need Public Liability insurance?

Public Liability insurance is included in the cost of the stall fee and is provided by St Luke's Anglican Church. However, it is still advised that you have public or products liability, but this will not change the price of the stall fee.

What's the application process?

To apply for a place at Toowoomba Handmade, please complete the application form provided and email it back to us before the application deadline. Please note, while we would like to have all of you there at the market, spaces are limited. Submitting an application does not automatically secure a spot. Furthermore, while your first preference might be for an indoor location, those spots are very limited and you may only be able to get a place outdoors. All applications will be reviewed for suitability to the market based on the following criteria:

- Level of personal involvement in the design/creation of the product
- Product uniqueness, quality and style
- Depth and cohesiveness of product range
- Professionalism of presentation
- Existing representation at Toowoomba Handmade
- Right fit for the market and its customers and the number of applicant in each category

Applicants **must** provide photos of their product along with their website address (if applicable).

What if I my application has been accepted, but I need to pull out?

Please call the St Luke's Parish Office on 4639 1910 by COB Wednesday at the latest before the market day if you are unable to attend. We will then allow another applicant to take your spot for the day.

Do existing stallholders need to reapply for future markets?

You do not need to send an application form in for each market once your application has been approved. However, before each market an email newsletter will be distributed asking that you book in. We'd appreciate that you do not simply turn up.

Stallholder Term and Conditions

1. All products offered for sale must be the original, handcrafted work and design of the registered stallholder. No on selling will be accepted. Should you wish to sell on behalf of another artist or designer, you must first seek approval from management.
2. All products offered for sale must be clearly listed on the application form and approved by management. If stallholders wish to add new and different products for sale, they must first seek written approval with photos.
3. All stallholders must present their stall with professionalism reflecting the upmarket atmosphere of Toowoomba Handmade. Tables are to be completely covered with table cloths and packaging/boxes etc are to be hidden from view.
4. Copying the ideas and designs of other stallholders may be in breach of creative copyright laws and is not in the spirit of the market.
5. Raffle tickets are not to be sold unless approved by management. Stallholders may display flyers/business cards etc on their tables.
6. Stallholders are responsible for leaving their sites clean as found at the beginning of the day. Please take all rubbish with you.
7. Stallholders must confine their displays to the site provided and not encroach on another stallholder's space or on pathways.
8. Stallholders requiring electricity – or any other special requirements – are to contact management well in advance of the market day.
9. It is the responsibility of the stallholder to trade in accordance with market, Toowoomba Regional Council and State laws and regulations. Food stallholders must be registered and in possession of a food licence. If you are unsure if you need one, contact Council This is the responsibility of the stallholder only and not of Toowoomba Handmade organisers.

10. It is the responsibility of the stallholder to make sure they comply with any Australian standards pertaining to their product.
11. Stalls must not pack up before the advertised closing time.
12. Stallholders may arrive between 6am and 7.30am to unload their cars. Cars are then to be moved to allocated stallholder car parking sites by 7.30am. Stallholders must be set up and ready to trade by 8am.
13. Outdoor stallholders are responsible for the provision of their own tables and cover – and sandbags/weights. Those located on the grass may peg down.
14. Stallholders who have booked a site and are unable to attend must contact St Luke's Parish Office by COB Wednesday on 4639 1910 before the market day at the latest. Failure to do so may jeopardise future stall bookings.
15. Toowoomba Handmade accepts no responsibility for damages to persons or goods. Toowoomba Handmade has the right to withdraw or reject the application of any stallholder that does not comply with the stated regulations or does not uphold the values of the market.