

Mini Makers Market Policy Document

1. Introduction:

Thank-you for expressing your interest in hosting a stall at the **Market Mini Makers Market**. This event is proudly brought to you by the Adelaide Hills Farmers Market in collaboration with the Mount Barker District Council.

Please read the following information before completing the application form. By submitting your application, you acknowledge and agree to adhere to the terms and conditions outlined herein.

1.1 Event aim:

The Mini Makers Market aims to support young artists, makers, and crafters (ages 8–21) by providing a safe, supportive space to showcase their work and gain hands-on experience with running a market stall. The main goal for participants is to develop artistic and small business skills.

1.2 Event summary:

Event Date and Time: Thursday, 9th October (second week of Term 3 school holidays), from 4:00 PM to 7:30PM.

Event Location: The Adelaide Hills Farmers Market site, 23 Mann Street, Mount Barker.

*This is an outdoor event.

Participation Fee: \$10 per stall.

Workshops (compulsory for participants):

- **Workshop 1:** Saturday, 20th September, 10:00 AM – 12:00 PM, at 23 Mann Street, Mount Barker
- **Workshop 2:** Thursday, 25th October, 4:30 PM – 6:30 PM, at the Mount Barker Library

Application Process:

- All prospective participants must complete an online application form.
- Submission of an application does **not** guarantee acceptance into the event.

Equipment Provided:

- 1 x table
- 1 x chair
- Marquee (shared with other stallholders).

1.3 Eligibility criteria:

To be eligible, stallholders must meet the following requirements:

- Be aged between **8 and 21 years old**
- **Attend both compulsory workshops** (see section 1.2 for dates and locations).
- **Complete a food handling and safety session or training equivalent** if intending to sell baked goods or other consumables
- **Submit a risk assessment form** for their stall (provided in induction pack)
- Ensure all crafts or goods **align with the Market's values and criteria** (refer to section 2.1)

2. Market Values and Criteria

2.1 Market Values

The Adelaide Hills Farmers Market is founded on core values that shape all its activities. These include:

- Supporting local food and producers
- Fostering environmental responsibility through waste reduction, recycling, reusing, and upcycling
- Promoting sustainable and organic farming practices
- Prioritising health, wellness, and community wellbeing

These values are integral to the Market and must also be reflected in the Mini Makers Market.

2.2 Encouraged Practices

Stallholders are encouraged to:

- Use biodegradable, recycled, or recyclable packaging
- Use local and organic ingredients and materials
- Create upcycled and repurposed items

2.3 Prohibited Sales

The sale of the following is not permitted:

- Hot food or hot drinks
- Resale of goods not made by the stallholder (except approved upcycled items)
- Electrical goods
- Hazardous, flammable, or dangerous items, including candles

2.4 Examples of Suitable Stall Products

Some examples of appropriate stall products include:

- Plant seedlings
- Baked goods such as biscuits, cakes, and breads
- Handmade jewellery
- Handmade clothing or accessories
- Artworks
- Ceramics
- Wood crafts (e.g., children's toys, boxes)

- Upcycled or repurposed items (e.g., dream catchers, key rings, mobiles)

3. Application Process

3.1 Key Dates

- Applications open: **July 18th**
- Applications close: **September 5th**

3.2 Submission Guidelines

- Applications must be submitted online
- Event organisers cannot complete applications on behalf of applicants
- Submission of an application does not guarantee a stall

3.3 Assessment Criteria

Applications will be assessed based on:

- Number of applications received
- Available space
- Type of products being offered
- Quality of products being offered

Note: Organisers reserve the right to refuse applications that do not comply with the Terms and Conditions, or are incomplete or late.

4.0 Stallholder Participation Compliance

By submitting an application, stallholders agree to the following commitments:

4.1 Attendance

- Attend Workshop 1: **The Market Immersion** (date and time as listed in section 1.2: Event summary)
- Attend Workshop 2: **My Brand, My Business, My Stall**: (date and time as listed in section 1.2: Event summary)
- Attend the Mini Makers Market: (date and time as listed in section 1.2: Event summary)
- Follow all setup and pack down instructions (see Section 7)
- The stallholder may have up to two assistants; however, the registered stallholder must be present for the majority of the event.

4.1 Supervision

- All participants under the age of 12 must be supervised at all times during the event.
- Organisers are not responsible for participant childcare or supervision.
- All participants must sign in to the event upon arrival and sign out before departing.
- All participants under 18 must be signed in and out by a designated parent or guardian. Participants aged 13 to 17 may sign themselves in and out independently **only if** they present written consent from their parent or guardian.

4.2 Payment

- Stallholders must provide at least one suitable payment method (cash or card)
- Stallholders are responsible for supplying card transaction equipment if they wish to accept card payments
- A personal cash float must be brought; market staff will not provide change

4.3 Site Compliance

- Stall spaces are allocated by organisers and cannot be transferred, sublet, or sold
- Stallholders must occupy the assigned space and maintain a clean, professional presentation

4.4 Products

- Only items listed and approved in the application may be sold
- All items must be handmade and/or designed
- Upcycled goods are permitted; resale of unaltered store-bought goods is not
- Baked goods must be clearly labelled with the date made, full ingredients list, and allergy information
- Stallholders selling food must complete a food safety session or equivalent training prior to market
- Illegal products or products violating intellectual property laws are prohibited

4.5 Display and Marketing

- Displays must not include offensive or explicit content
- Stallholders are encouraged to include branding (e.g. business name, logo, social media)
- All displays must be stable, safe, and not obstruct neighbouring stalls or walkways

4.6 Fees, Insurance & Liability

- Stallholders (inclusive of minor parents/guardians) are responsible for their products and conduct
- Organisers, volunteers, and partners are not liable for any issues caused by stallholder actions or goods
- Any issues must be reported promptly to market organisers
- Liability insurance is provided by the Adelaide Hills Farmers Market
- While not required, stallholders may choose to additionally obtain Products Liability Insurance
- Stallholders (inclusive of minor parents/guardians) are responsible for the safety of their products, money, and personal belongings
- Organisers are not liable for any theft, loss, or damage

5. Parking

- Stallholders (inclusive of minor parents/guardians) must comply with all local parking laws and signposted restrictions
- Organisers are not responsible for any fines incurred by stallholders or their assistants

6. Conduct

- Stallholders (inclusive of minor parents/guardians) must act professionally and courteously at all times
- All event rules, laws, and organiser instructions must be followed
- Abusive, unsafe, or disruptive behaviour will lead to immediate removal and exclusion from future event
- Stallholders (inclusive of minor parents/guardians) must not interfere with other stalls (e.g., by blocking access or discouraging customers)

7. Set-Up and Pack Down

- Setup access begins 90 minutes before official event start time
- Participants under 18 to be signed in by a designated parent/guardian. Those aged 16-17
- Stalls must be fully set up and ready for trade 15 minutes before official event start time
- Pack down begins at official event end time - early pack-up is not permitted
- No items will be stored on-site before or after the event
- No vehicle access is permitted on event site unless access is granted by event coordinators

8. Promotion and Marketing

- Market Organisers will promote the event through posters, signage, digital displays, and social media
- Photographs and videos of stalls and products may be used for promotional purposes
- Parents/guardians of stallholders under the age of 18 must complete consent during application
- Stallholders are encouraged to promote the event using their own social channels
- Organisers may share stallholder posts on official channels

9. Cancellation or Changes

- Organisers reserve the right to cancel, postpone, or modify the event as needed
- Stallholders will be notified of changes promptly
- If a stallholder cannot meet participation requirements, they must notify organisers as soon as possible

10. Privacy Policy

- Personal and business information is used only to support market activity
- Information will not be shared with third parties without consent
- Stallholders will not be provided with contact or private details of other stallholders