

WARWICK FARMERS & MAKERS MARKET VENDORS HANDBOOK

Version 1.0

20th October 2026

Policy Information

Item	Detail
Policy Name	Vendors Handbook
Approved By	Warwick Farmers & Makers Market
Version	1.0
Adopted Date	_____
Review Date	_____

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Overview

Welcome

Welcome to Warwick Farmers & Makers Market. This handbook provides key information for stallholders including market operations, standards, safety requirements, governance and participation expectations.

Our Vision

Support local small businesses, direct farm food production, healthier communities and sustainable shopping choices.

Our Mission

Promote the viable growth and operation of local farms, producers, makers and small businesses.

About the Market

Weekly market operating at Queens Park, Warwick supporting producers, makers and local businesses.

Becoming a Stallholder

Applications are assessed by the Committee. Public liability insurance is required and food vendors must provide relevant licences and certifications.

Market Operations

Saturday trading 7:00am–12:00pm. Bump in from 5:30am. No vehicle movement during trading hours.

Stallholder Standards

Maintain professional presentation, approved products only, and safe stall setups.

Food Vendor Requirements

Comply with all food safety legislation, licences and labelling requirements.

Insurance and Compliance

Maintain public liability insurance and comply with all applicable legislation.

Fees and Payments

3m x 3m site \$15. Additional adjoining bay \$5. (Subject to change.)

Safety and Risk Management

Report incidents immediately and comply with safety directions.

Adverse Weather Policy

Markets may operate in varying weather conditions and may be modified or cancelled for safety reasons.

Waste Management

Remove all rubbish and leave sites clean and tidy.

Marketing and Promotion

Support promotion of the market and comply with branding requirements.

Code of Conduct

Treat others with courtesy, respect and professionalism.

Membership and Governance

The market is governed by its Constitution and managed by the Committee.

Useful Contacts

Contact	Details
Market Email	warwickfmm@gmail.com
President	Matthew Kinman
Secretary	Raelene Gotze - 0432092144
Treasurer	Helen Mains
Website	www.warwickfarmersmarket.info
Emergency	000

Documents Checklist For New Stallholders

- ☐ Completed Application Form
- ☐ Public Liability Insurance Certificate
- ☐ Food Licence (if applicable)
- ☐ Promote your Product on the Market social media
- ☐ Market Fee Payment

Rules & Guidelines

Welcome

Welcome to Warwick Farmers & Makers Market.

Thank you for contributing to one of the Southern Downs' most valued community markets. Our vendors are the heart of the market and play an important role in supporting local agriculture, artisan production, small business development and community wellbeing.

This handbook provides the information you need to participate successfully as a stallholder. It outlines market operations, expectations, safety requirements, trading standards and the policies that support the operation of the market.

The Warwick Farmers & Makers Market is committed to providing a safe, welcoming, respectful and vibrant marketplace for vendors, customers, volunteers and visitors.

Our Vision

Warwick Farmers & Makers Market contributes positively to the local rural community, towards a healthier community and more sustainable food and shopping choices by supporting vibrant local small businesses and direct farm food production and supply to consumers.

Our Mission

Warwick Farmers & Makers Market will continue to evolve as a strong, progressive and sustainable not-for-profit organisation that supports and promotes the growth and success of local farms, producers, makers and small businesses.

About the Market

The Warwick Farmers & Makers Market is a weekly community market operating at Queens Park, Warwick.

The market provides opportunities for:

- Local farmers
- Producers
- Food vendors
- Artisans and makers

- Small businesses
- Community organisations

The market exists to connect producers directly with consumers while supporting regional economic development and strengthening community connections.

Becoming a Stallholder

Eligibility

Applications are welcome from:

- Farmers and primary producers
- Food vendors
- Artisans and makers
- Local small businesses
- Community organisations (subject to approval)

All applications are assessed by the Market Committee.

Approval is based on factors including:

- Product suitability
- Product quality
- Market balance
- Available space
- Compliance requirements

The Committee may approve or decline applications at its discretion. Committee decisions are final. Information supplied in the application process forms the basis of assessment. (Derived from the stallholder application terms.)

Required Documentation

Before trading, vendors may be required to provide:

Public Liability Insurance

A current public liability insurance policy is mandatory for all stallholders.

Insurance details and a copy of the current certificate of currency must be supplied with the application. (Derived from the stallholder application terms.)

Food Vendors

Food vendors must provide all relevant licences and approvals required by the Southern Downs Regional Council and applicable legislation.

Where required, vendors must provide evidence of:

- Food business licences
 - Temporary food permits
 - Food Safety Supervisor qualifications
 - Other compliance documentation
-

Market Operations

Market Location

Queens Park Alice Street Entrance Warwick QLD

Market Map: See Appendix A.

Trading Hours

The market operates:

Saturday 7:00am to 12:00pm

Bump In

Access to the market site is available from:

5:30am Saturday

Stalls must be fully set up and ready for trading by market commencement.

Bump Out

Pack down may commence only after:

12:00pm Saturday

For public safety, early pack down is not permitted unless authorised by Market Management.

Vehicles

Vehicle movement presents one of the greatest risks during market operations.

To maintain a safe environment:

- No vehicle movement is permitted in customer areas during trading hours.
 - Vehicles must not move through customer walkways between 7:00am and 12:00pm.
 - Vehicles must comply with all directions from market staff and volunteers.
 - Only authorised vehicle movements are permitted during market operations.
-

Site Allocation

Site allocations are determined by the Committee.

When allocating sites, consideration may be given to:

- Stall size
- Product type
- Operational requirements
- Power requirements
- Market layout
- Safety considerations

Although vendor preferences will be considered where possible, site allocation remains at the discretion of Market Management.

Stalls may not be transferred, sublet, franchised, sold or shared without written approval.

Stallholder Standards

Presentation

Vendors are expected to maintain a professional presentation at all times.

This includes:

- Clean stalls
- Professional signage
- Well-presented displays
- Safe stall layouts
- High-quality products

All products and stall presentations must meet the standards expected by the Market Committee.

Approved Products

Only products approved through the application process may be offered for sale.

Any request to add new products must be submitted to Market Management for approval before the products are displayed or sold.

Products may not be introduced until approval has been granted.

Local Producer Priority

Where multiple applications are received for substantially similar products, preference may be given to local producers, makers and businesses.

FOOD VENDOR REQUIREMENTS

Food Safety Compliance

All food vendors are responsible for complying with relevant legislation, regulations and Southern Downs Regional Council requirements.

Where applicable, vendors must hold and maintain:

- Food business licences
- Temporary food permits
- Food Safety Supervisor certification
- Any approvals required by Southern Downs Regional Council

Vendors are responsible for ensuring all food sold is safe, correctly stored, transported and displayed.

Labelling Requirements

Where required by law, products must be appropriately labelled with information including:

- Product name
- Ingredients
- Allergens
- Business details
- Date marking

Vendors are responsible for remaining up to date with food labelling obligations.

Eggs, Meat and Other Regulated Products

Vendors selling eggs, meat or other regulated food products must comply with all relevant state and local government requirements.

Evidence of approvals or certifications may be requested by Market Management at any time.

INSURANCE AND COMPLIANCE

Public Liability Insurance

All stallholders must maintain current Public Liability Insurance throughout the period of their participation at the market.

A current Certificate of Currency must be supplied upon application and whenever policies are renewed.

Failure to maintain insurance may result in suspension from trading until proof of coverage is provided.

Product Liability

Where appropriate, vendors are encouraged to maintain Product Liability Insurance as part of their business risk management.

Legal Compliance

Each stallholder is responsible for complying with:

- All applicable laws
- Local government regulations
- Food safety requirements
- Workplace health and safety obligations
- Consumer protection legislation
- Intellectual property requirements

Participation in the market does not remove a vendor's legal obligations.

FEES AND PAYMENTS

Site Fees

Current site fees are:

Site Size	Fee
3m x 3m	\$15
Additional adjoining 3m x 3m space	\$5

Market fees are reviewed periodically by the Committee and may be amended.

Payment Requirements

Site fees must be paid on market day.

Receipts will be provided for all payments received.

Failure to pay fees may result in suspension or cancellation of future trading opportunities.

SAFETY AND RISK MANAGEMENT

Shared Responsibility

Safety is a shared responsibility between:

- Stallholders
- Staff
- Volunteers
- Committee Members
- Customers
- Visitors

All market participants are expected to act in a manner that protects both public safety and the reputation of the market.

Incident Reporting

Stallholders must immediately report:

- Personal injury
- Property damage

- Customer incidents
- Near misses
- Hazards

to a Committee member or Market representative.

Prompt reporting assists in managing risk and maintaining a safe environment.

Emergency Situations

In the event of an emergency:

1. Follow directions provided by Market Management.
 2. Assist in maintaining calm and orderly behaviour.
 3. Protect customers and staff where safe to do so.
 4. Follow evacuation instructions if required.
-

Electrical Safety

Limited power may be available on site.

Where electrical equipment is used:

- Equipment must be safe and suitable.
- Leads must not create trip hazards.
- Unsafe equipment may be removed from use.

No three-phase power is available.

Marquees and Structures

All marquees, tents and structures must:

- Be properly erected.
- Be maintained in good condition.
- Be secured against wind.
- Be weighted or anchored appropriately. Refer to Southern Downs Regional Council rules which require appropriate sand or water weights on each gazebo leg. Tent pegs are not allowed.

Stallholders are responsible for damage caused by unsecured equipment.

ADVERSE WEATHER POLICY

The Warwick Farmers & Makers Market operates in a range of weather conditions.

Stallholders should be prepared for:

- Wind
- Rain
- Cold conditions
- Hot weather

Where weather conditions create unacceptable risk, the Committee may:

- Delay opening
- Modify operations
- Move location
- Close sections of the market
- Cancel the market

The Committee will make every reasonable effort to notify stallholders of cancellations or significant operational changes.

WASTE MANAGEMENT

Stallholder Responsibilities

Each stallholder is responsible for:

- Removing all rubbish generated by their stall.
- Leaving their site clean and tidy.
- Disposing of waste appropriately.
- Preventing litter from entering public areas.

The market operates on a "leave no trace" principle.

Site Condition

At the completion of trading:

- Sites must be left clean. No waste is to remain on site.
- No damage is to be caused to market grounds or infrastructure.

Failure to maintain site cleanliness may affect future stall allocations.

MARKETING AND PROMOTION

Supporting the Market

Stallholders are encouraged to actively promote their participation in the market through:

- Social media
- Websites
- Newsletters
- Community networks

Promotion helps strengthen the market and benefits all stallholders.

Photography and Media

The market may take photographs and videos for promotional purposes.

By participating in the market, vendors acknowledge that market-related photography may be used in marketing materials, websites, social media and promotional publications.

Use of Market Branding

The Warwick Farmers & Makers Market logo and branding remain the property of the market.

Permission should be sought before using market branding for commercial purposes.

CODE OF CONDUCT

Our Commitment

The Warwick Farmers & Makers Market is committed to providing a safe, welcoming, respectful and inclusive environment for all participants.

Expected Behaviour

All participants are expected to:

- Treat others with courtesy and respect.
- Support personal safety and wellbeing.
- Promote inclusion.
- Communicate constructively.
- Cooperate with market management and volunteers.

- Respect privacy and confidentiality.
 - Follow market requirements and guidelines.
-

Unacceptable Behaviour

Unacceptable behaviour includes:

- Bullying
- Harassment
- Intimidation
- Discrimination
- Threatening behaviour
- Offensive language directed at others
- Repeated disruptive conduct
- Refusal to comply with operational requirements

Such behaviour may result in disciplinary action.

Complaints and Concerns

Concerns should be raised with Market Management as soon as practicable.

Complaints will be assessed fairly, respectfully and confidentially where possible.

Disciplinary Action

Depending on circumstances, actions may include:

- Informal discussion
- Written warning
- Corrective action requirements
- Mediation
- Suspension
- Termination of participation

Serious breaches may result in immediate removal from the market.

MEMBERSHIP AND GOVERNANCE

Market Governance

The market is operated by [Constitution Warwick Farmers Market Inc..pdf](#), a not-for-profit incorporated association governed by its Constitution and relevant legislation.

Membership

Stallholders may become members of the incorporated association in accordance with the Constitution.

Members have rights and responsibilities as outlined within the Constitution.

Committee Authority

The Committee has responsibility for the management and operation of the market.

This includes authority relating to:

- Stallholder approvals
- Site allocations
- Operational decisions
- Market rules
- Safety requirements
- Product approvals

as provided within the Constitution.

Appeals

Where applicable, members may access appeals processes in accordance with the Constitution.

APPENDICES

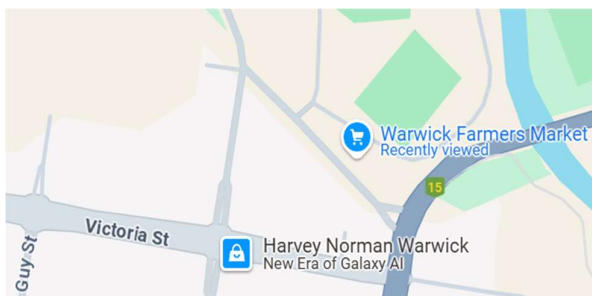
Appendix A

Market Site Map

Insert full-page version of [VENDOR MAP MAY 2025.pdf](#)



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Appendix B

Code of Conduct Policy

Purpose

Code of Conduct WFMM 2026-27.docx establishes expected standards of behaviour to support a safe, welcoming, respectful and inclusive market environment. The policy also provides a fair framework for addressing unacceptable conduct.

Who This Policy Applies To

This policy applies to:

- Stallholders and their staff
- Market management and committee members
- Volunteers
- Customers and visitors
- Sponsors
- Contractors
- Other market participants

The policy applies to interactions occurring:

- At the Market
 - In person
 - By telephone
 - By email
 - Through social media
 - In written communications
 - Through print and promotional materials
-

Expected Behaviour

Everyone involved with the Market is expected to:

- Treat others with **courtesy, dignity and respect**
- Support the **personal safety and wellbeing** of others
- Promote **inclusion** and avoid discriminatory behaviour
- Communicate respectfully and constructively

- Cooperate with market management, stallholders, volunteers, customers and community partners
- Respect appropriate **privacy and confidentiality**
- Follow Market operational guidelines and requirements

Positive behaviour within the Market is guided by:

- Respect
 - Personal safety
 - Inclusion
 - Encouragement
 - Confidentiality
 - Acknowledgement
-

Unacceptable Behaviour

Behaviour that may breach this Code includes:

- Bullying
- Harassment
- Intimidation
- Threatening behaviour
- Discrimination
- Offensive remarks
- Personal threats
- Abusive language or swearing directed at others
- Behaviour that makes another person feel threatened or afraid
- Repeated disruptive or unreasonable conduct
- Persistent refusal to comply with Market operational requirements
- Inappropriate market-related communications or social media conduct
- Representatives acting outside their agreed responsibilities or authority

Examples identified by the Market include:

- Discriminatory conduct
- Offensive or threatening communications
- Personal threats
- Unwanted sexual touching or language

- Swearing directed at others
 - Inappropriate independent decision-making
 - Consistent non-compliance with Market requirements
-

Concerns, Complaints and Disciplinary Action

Concerns should be raised with Market Management as soon as practicable.

Complaints will be considered:

- Fairly
- Respectfully
- Confidentially where reasonably practicable

Depending on the circumstances and seriousness of the behaviour, responses may include:

1. Informal discussion
 2. Verbal or written warning
 3. Requirement to correct behaviour
 4. Mediation
 5. Restriction of participation
 6. Suspension from participation
 7. Termination of participation in the Market
-

Our Commitment

Everyone participating in the Market shares responsibility for maintaining a Positive, Cooperative, Respectful and Welcoming market community.

Policy Information

Item	Detail
Policy Name	Code of Conduct Policy
Approved By	Warwick Farmers & Makers Market
Version	1.0
Adopted Date	_____
Review Date	_____

Appendix C

Condensed Constitution

Warwick & Surrounds Farmers & Makers Market Incorporated

Current as at 20th October 2026

(Full Constitution is available on the market website at www.warwickfarmersmarket.info)

PART 1 – PRELIMINARY

1. Interpretation

1. **Act** means the *Associations Incorporation Act 1981*.
2. **Present** means:
 - at a Management Committee meeting, as defined in Rule 24(6); or
 - at a General Meeting, as defined in Rule 38(2).
3. Any word or expression not defined in these Rules but defined in the Act has the meaning given by the Act.

2. Name

The name of the incorporated association is **Warwick & Surrounds Farmers & Makers Market Incorporated** ("the Association").

3. Objects

Vision

Warwick & Surrounds Farmers & Makers Market Inc. contributes positively to the local rural community, towards a healthier community and more sustainable food and shopping choices by supporting vibrant local small businesses and direct farm food production and supply to consumers.

Mission

Warwick & Surrounds Farmers & Makers Market Inc. will continue its evolution as a strong, progressive and sustainable not-for-profit organisation that supports and promotes the viable growth and operation of local small businesses and farms.

4. Powers

The Association has the powers of an individual and may:

- enter contracts;
- acquire, hold, manage and dispose of property;
- charge for services and facilities;
- undertake activities necessary for carrying out its affairs;
- take over the funds, assets and liabilities of the former unincorporated association; and

- issue secured or unsecured notes, debentures and debenture stock.
-

PART 2 – MEMBERSHIP

5. Classes of Membership

Membership consists of:

- Stallholder Members
- Committee Members
- Ordinary Members

The number of Ordinary Members is unlimited.

6. Automatic Membership

Members of the former unincorporated association may be admitted to the equivalent membership class upon incorporation, as determined by the Management Committee

7. New Membership

Applications must:

- be in writing;
- be proposed and seconded by current members; and
- be submitted in the form determined by the Management Committee

8. Membership Fees

Membership fees are:

- determined by members at a General Meeting; and
- payable in the manner determined by the Management Committee.

9. Admission and Rejection of Members

The Management Committee must consider membership applications and advise applicants in writing of acceptance or rejection. Applicants must also be informed about the Association's public liability insurance arrangements.

10. When Membership Ends

Membership may cease through:

- resignation;
- failure to comply with Rules;
- non-payment of fees;
- conduct prejudicial to the interests of the Association; or
- conviction of an indictable offence.

Members must be given a fair opportunity to respond before termination is confirmed.

11–12. Appeals

Applicants or members whose membership is rejected or terminated may appeal through a General Meeting process prescribed by the Constitution.

13. Limitation on Period of Membership

A Financial Member includes Committee Members and active Vendors paying site fees on a quarterly basis:

- January–March
- April–June
- July–September
- October–December

A Vendor who has not attended any market for an entire quarter is no longer considered a member and must reapply.

Adopted at General Meeting – 5 April 2025.

14–15. Register of Members

The Association must maintain a Register of Members.

Member information cannot be used for political, religious, charitable or commercial solicitation without approval.

PART 3 – MANAGEMENT COMMITTEE

16–18. Secretary

The Constitution establishes:

- appointment requirements;
- removal procedures; and
- responsibilities of the Secretary.

Secretary responsibilities include:

- calling meetings;
- preparing notices;
- maintaining minutes;
- maintaining records; and
- managing the Register of Members.

19–23. Management Committee

The Management Committee:

- consists of the President, Treasurer and elected members;
- manages the affairs of the Association;
- controls Association assets and finances;
- interprets Rules;

- may appoint subcommittees; and
 - exercises powers permitted by the Act.
-

PART 4 – MANAGEMENT COMMITTEE MEETINGS

24–30. Committee Meetings

These Rules establish:

- meeting frequency;
 - quorum requirements;
 - adjournment procedures;
 - special meetings;
 - minute keeping;
 - appointment of subcommittees;
 - validity of decisions despite procedural defects; and
 - written resolutions.
-

PART 5 – GENERAL MEETINGS

31–40. General Meetings

The Constitution establishes:

- Annual General Meeting requirements;
 - Management Committee elections;
 - financial reporting requirements;
 - notice periods;
 - quorum requirements;
 - voting procedures;
 - special meetings; and
 - proxy voting arrangements.
-

PART 6 – ADMINISTRATION

41. Minutes

The Secretary must maintain accurate minutes and make them available to members as required under the Constitution.

42. By-Laws

The Management Committee may make, amend or repeal by-laws for internal management provided they are consistent with the Constitution.

43. Alteration of Rules

The Constitution may be amended only by Special Resolution and registration where required by law.

PART 7 – FINANCE

45–48. Financial Management

The Constitution sets out requirements relating to:

- Association accounts;
- financial records;
- expenditure approvals;
- financial statements;
- document custody; and
- the financial year ending 30 June.

PART 8 – WINDING UP

49. Distribution of Surplus Assets

Upon winding up:

- surplus assets must not be distributed to members;
- assets must be transferred to an organisation with similar objects; and
- the recipient organisation must prohibit distribution of assets to members.

Policy Information

Item	Detail
Policy Name	Constitution
Approved By	Warwick Farmers & Makers Market
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Appendix D

Useful Contacts

Contact	Details
Market Email	warwickfmm@gmail.com
President	Matthew Kinman
Secretary	Raelene Gotze - 0432092144
Treasurer	Helen Mains
Website	www.warwickfarmersmarket.info
Emergency	000

Appendix E

Documents Checklist For New Stallholders

- ☐ Completed Application Form
 - ☐ Public Liability Insurance Certificate
 - ☐ Food Licence (if applicable)
 - ☐ Promote your Product on the Market social media
 - ☐ Market Fee Payment
-