



The Howgate Market Application Form

Crafters are provided with a 6ft (approx.) table, a white tablecloth, bunting and chairs.

The cost of a stall is £12.50 per stall per day for Ochil Crafts members and £15.00 for non-members

Special rates may apply for the Sundays in November and December

Pre-payment is required by BACS at least a week before the Market date.

Name	Business Name
Home Address	Phone Number Mobile Number Email Address

Description of your work

Any Special Requirements

I have read and agreed to the conditions stated in the Howgate Market Conditions, which I have received as a separate file.

Signed _____ Date _____

PTO

The Howgate Market Application Form

I hereby authorise Ochil Craft Association to keep my personal details (i.e. name, address, email address, telephone numbers and craft) on secure computer file and on the original application forms, as these are required for communication of news and arrangements to Crafters to enable the smooth running of the Markets.

I am aware that I may ask for data to be amended at any time or to withdraw my consent.

I understand that my data records will be destroyed when I cease to attend Craft Markets.

Signed _____ Date _____

All forms should be returned to:

The Howgate Market Committee, Ochil Craft Association, 95 La Porte Precinct, Grangemouth, FK3 8AW
or emailed to info@ochilcrafts.co.uk



Howgate Craft Market Conditions

Bookings - Each Crafter is provided with a 6 foot (approx.) long table, a white tablecloth, bunting and any chairs required. Further tabletop display stands can be provided by the Crafter. No items should be placed in front of the stall but there is often room behind the stall for a small table to work on. Stalls must be booked and paid for at least a week in advance (invoices are sent out two weeks prior to a market). Cancellations due to ill health etc. must be notified at the earliest opportunity. The fee will then be carried forward, unless we are unable to reassign the space due to the short notice. In this case the crafter will normally lose their fee.

New Crafters should provide samples or photographs of their work to be vetted by the Association's full committee, to avoid duplication between stalls and to ensure quality. Any Crafter wishing to add new items to their stall should first have them approved by the committee.

Conditions

1. Stalls must be set up and ready to sell **before 10am** each Market day.
2. No stall or display can be removed before the advertised finishing time of the Market without the prior consent of the Market committee, who would be grateful for any help from crafters to set up and clear away tables, covers, chairs, display boards etc. each day.
3. Crafters should not sell second-hand, foreign-made or bought-in goods unless they are a small addition to a crafted item eg. Sweets in a hand-crafted basket. All goods should be smoke and pet hair free.
4. Crafters display their goods at their own risk. No responsibility will be taken by the organisers or the property owners for loss of or damage to any crafter's property.
5. Crafters are required to have a Public and Products Liability Insurance certificate. They must produce proof of this on joining and on its renewal each year.
6. Crafters are responsible for ensuring that all their products comply with the appropriate legal requirements and do not contravene trademark or copyright laws.

Legislation Guidelines

To help with ensuring compliance, we have summarised current legislation, but as we cannot include everything and accuracy cannot be guaranteed, we strongly advise crafters to obtain full details from their local Trading Standards officer.

- **Toy sellers** must conform to the **current** regulations. This also applies to any goods which are not necessarily sold as toys but which are child appealing, eg. decorations, keyrings, cushions etc.
- **Textiles, clothing and knitted items** must be labelled with the fabric content and percentages. Washing instructions are recommended.
- **Toiletries/soaps** must have a CPSR (Cosmetic Product Safety Report) unless made using the British melt and pour method.
- **Candles, wax melts, reed diffusers etc.** must be CLP (Classification, Labelling and Packaging) compliant. Decorated candles must have the wicks removed.
- Labels for **toiletries and candles etc.** must include the full ingredients list, batch number, use by date and name, address and phone number of the crafter (manufacturer).
- **Jewellery** must not contain nickel, lead or cadmium components which do not comply with the EU regulations.
- **Wooden items designed for food use** are recommended to be finished using food safe oils or varnishes.
- **Knives and sharps** must be kept out of the reach of children and not sold to restricted age groups.
- Included **food items** must be sealed, include full ingredients list, allergy information and use by dates.
- Trading Standards recommends that all crafters keep sufficient **records** to ensure that the components of all their goods can be traced back to the manufacturer in case of any problems.



Ochil Crafts



Howgate Craft Markets

Our Howgate Craft Market is held in various locations (dependant on other Centre bookings) within the Howgate Shopping Centre, Falkirk. It runs on the Friday and Saturday of the last full weekend of every month from January to October. In November and December we are open for three days, Friday, Saturday and Sunday of the last full weekend in November, then the weekend two weeks after that in December. We are officially open from 10.00am to 4.00pm, but customers often wander in from 9.00am onwards.

For setting up on the Friday and Saturday mornings, we open the Storage Unit at 8.30am and we require that all stalls are set up by 10.00am, unless permission is given otherwise. Sundays in November and December are a little later, as the Centre doesn't open till 11.00am.

The cost of a stall is £12.50 per stall per day for Ochil Crafts members and £15.00 per stall per day for non-members. Special rates may apply for the Sundays in November and December. Invoices are sent out two weeks prior to a market, and the fee must be paid at least a week in advance by BACS. Cancellations due to ill health etc. must be notified at the earliest opportunity. The fee will then be carried forward, unless we are unable to reassign the space due to the short notice. In this case the crafter will normally lose their fee.

For your fee you get a 6' table, chairs, a white table cover and bunting, giving a uniform look to the Market. You may add your own covers to the top of the table. You can also add your own stands etc. on top of the table and you can put a small table up behind your stall to work on if you wish. For those crafters wishing to display framed work, we have a limited number of display boards available on a first come basis.

Bring along something to do during the quiet times. Some crafters set up a table and do their craft behind the stall, which can be a good conversation starter with the customers. Others bring knitting or a book to read.

We have had crafters join us in the past who thought that our Markets would be really busy, like a school Christmas Fayre would be, which they aren't. We are only as busy as the shops in the shopping centre are and this is variable, depending on a lot of factors. So we recommend that you do a couple of Markets to see if you get enough business to make it worthwhile for you to continue. Those of us who have been doing the Howgate Markets for a while find that we have regular customers returning to us again and again with different ideas and orders for us. The Markets are also a great place to make contacts, and for finding out about other suitable events going on in the area.

We are a friendly bunch, and although a small committee does all the organising, we all work together and help each other out, looking after each other's stalls, if we need to do some shopping or attend an appointment. We would be pleased if you can help in any way you feel able, setting up the stalls and putting everything away at the end of the market. It is not all heavy work - there are lots of small jobs that we would appreciate your help with as well.

I hope this will give you all the information you need but if you have any questions, please ask. For an Application Form, please contact info@ochilcrafts.co.uk

Howgate Market Committee
Sandra Reid, Fiona McCulloch, Denise Nimmo

November 2025