

Heathfield Chamber of Commerce Market Stall Booking Form, 8 December 2018



Producer Details:

Producer and/or Business Name:

Address:
..... Postcode:

Contact name: Mobile:

Telephone No: Email:

Website:

Type of Produce/Craft:

Booking Date: Saturday 8 December 2018, 10.00am – 3.00pm, Co-Op car park

Charges and Payment:

Per Stall (8' X 8' covered with table top counter) Chamber member £20.00 and non-member £25.00

Payment must be made by Friday 26 October. Any booking form not accompanied by a payment will not be regarded as firm and no specific site/stall will be allocated.

Producers who are unable to attend **must** give one weeks' notice otherwise they will be liable for the cost of the stall.

The stalls available have a cover. This event is being held outside in December and the Chamber of Commerce accepts NO liability and cannot be held responsible for any damage caused by inclement weather or unforeseen events. Use of these stalls are at your own risk. Any damage to the stalls must be paid for by the stall hirer.

The organisers cannot guarantee that special requirements will be met unless booked in advance.

Please note there is no electricity available.

Please complete the following:

Table top counter at back or front of stall (please delete as appropriate) BACK/FRONT

I consent to the Heathfield Chamber of Commerce using the above information to communicate with me about the market. Yes No

My details may be included when publicising the event: Yes No

I have Product and Public Liability Insurance (**please attach copy of certificate**) and agree to be bound by the conditions above and overleaf.

Signed:

Name (Print): Date:

Please book by Friday 28 September.

Please return this form by email to secretary@heathfieldchamber.co.uk or post to:
Heathfield Chamber of Commerce
c/o 8 Aspen Walk
Heathfield
East Sussex TN21 8YP

Payment to be made by BACs:
Heathfield Chamber of Commerce
Natwest Bank
60-10-30
60863390
Reference Xmas and your company name
Date paid by BACs:

General Conditions

1. All produce must be locally grown or locally produced (using local ingredients where possible). In the case of more stallholders applying than can be accommodated priority will be given to those nearest the market.

2. Genetically modified produce or goods with genetically modified ingredients must not be sold at the market.

3. Only "certified" organic traders can trade under the organic label. Certificates must be available for inspection when required by market officials or Local Authority Representatives.

4. **CRAFTS.** Raw materials for the craft section should, if possible, be sustainably produced. Only crafts made by the stallholder may be sold at the Market. Stallholders may only sell other crafts if they comply with Item 9 and 10 listed below:

5. **PRODUCERS** - must sell their own produce at their stall. Producers must not sell bought in produce. Producers may only sell other producers' goods if they comply with Items 9 and 10 listed below. The stall must be attended by the principle producer or a representative involved in the production process.

6. **MEAT PRODUCERS** – all animals must be either bred or finished on the producers' land prior to slaughter. All animals must be kept under humane conditions and producers must be free from prosecution or the threat of prosecution from the RSPCA.

7. All processed meat products should be manufactured only from meat produced as above.

8. We advise that all meat products should be pre wrapped.

9. **COMPLIANCE.** The market organisers may make scheduled visits to places of production to verify compliance with the "producer only" rule. Complaints or suspected violations of the "producer only" rule must be submitted to the market organisers in writing and signed. Refusal to permit reasonable visits to producer's property will result in suspension or expulsion from the market.

10. Producers may sell other producers' goods as part of a mutual exchange arrangement where the sole aim is to share labour at the market. Goods not produced by the stallholder must be clearly labelled with the producers' name and address. All producers should attend at least one market in three.

11. Local Growers Associations and umbrella organisations, such as allotment associations, the Women's Institute or community farms may appoint a representative (involved in the goods production) to sell pooled produce/crafts on one communal stall provided that the producers name is displayed.

12. Only good quality produce/crafts and wholesome food should be sold. Produce/crafts should be well displayed and packaged. Stall areas should be kept clean and tidy. Packaging should be kept to a minimum. All waste products remaining at the end of the market must be removed, by the stallholder, to a proper place for disposal.

13. The Market will be open for unloading goods at 8.30am, all unloading must be complete and vehicles removed by 9.30am. Due to safety requirements vehicles are only allowed on the Market during Market opening hours by special permission and must be escorted on and off the market. Vehicles at the market are there at their owners' risk, the Heathfield Chamber of Commerce cannot take any responsibility for vehicles at the Market.

14. The market will open at 10.00am and close at 3.00pm. Stalls should not pack up or close down during this period.

15. The market organisers will allocate stalls.

16. Special arrangements must be made with the organisers if a trader wishes to sell direct from a vehicle.

17. All stalls must display a business/group name, contact details and the address where the product was produced.

18. Food must be marked and priced according to legal requirements. If you are unaware of the requirements for weights and labelling, information is available at your local **Trading Standards Office on 0345 6080197.**

19. All stalls and food products must comply with the Food Safety (General Food Hygiene) Regulations 1995 and provisions of the Food Safety Act 1990 as amended from time to time. This includes "No Smoking" by those selling produce. For further information please telephone **The Environmental Health Department, Wealden District Council on 01323 443322.**

20. All producers/stallholders must have Product and Public Liability Insurance and abide by the Market Conditions, Local Authority, Trading Standards and any other relevant regulations.

21. Producers will be required to supply information about their trade for the purpose of evaluating the impacts on the market and for the future planning of the Market.

Practical Guidelines

- The Market is located in the Co-Op Car Park, 110 High Street, Heathfield, TN21 8JD. Parking is available there. The entrance to the Co-Op is opposite the Fire Station.

- The Market will be open for unloading goods at 8.30am and stalls must be set up by 9.30am so that producers' vehicles can be cleared of the market by 9.30am. Vehicles may be reloaded at 3.00pm.

- At the close of the market traders must remove all waste materials and packaging.

- Toilet facilities are available at Mill Road behind the Fire Station and in the Co-op.

- Hot food and drinks are available at the Co-op.

Presentation of Fruit and Vegetables

- Guidance on the presentation and weighing of produce is set out in the "Trading Standards Guide for Traders": For more information contact the Trading Standards Office on **0345 6080197.** Wash soil from vegetables and leave green stalks on carrots and radishes.

- Have a small water sprayer handy to spray vegetables and keep them fresh.

- Display the vegetables in rustic baskets and trays. Arrange produce to give a colourful display.

Guidelines for meat and dairy produce

Environmental Health Regulations apply to storage and presentation of these products, which vary according to how the produce was prepared and processed: For guidance and information telephone the Environmental Health Department of Wealden District Council on **01323 443322.**

Guidelines on Wines, Beers and Spirits

Special licensing arrangements must be made in order to sell alcoholic beverages at a market, even when a producer has an existing Liquor Licence. To obtain more details please contact your local Council Licencing department. A licence will be required to be displayed at the stall on the day, when granted.

General Conditions and Guidelines for trading at Heathfield Farmers Market – this copy to be retained by the stallholder

General Conditions

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2. Genetically modified produce or goods with genetically modified ingredients must not be sold at the market.
3. Only "certified" organic traders can trade under the organic label. Certificates must be available for inspection when required by market officials or Local Authority Representatives.
4. **CRAFTS.** Raw materials for the craft section should, if possible, be sustainably produced. Only crafts made by the stallholder may be sold at the Market. Stallholders may only sell other crafts if they comply with Item 9 and 10 listed below:
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8. We advise that all meat products should be pre wrapped.
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13. The Market will be open for unloading goods at 7:30am, all unloading must be complete and vehicles removed by 8:30am. Due to safety requirements vehicles are only allowed on the Market during Market opening hours by special permission and must be escorted on and off the market. Vehicles at the market are there at their owners' risk, Heathfield Farmers Market cannot take any responsibility for vehicles at the Market.
14. The market will open at 9.00am and close at 12:30pm. Stalls should not pack up or close down during this period.

15. The use of our electricity supply, for freezers & chillers only, must be booked prior to the market day.

16. The market organisers will allocate stalls.

17. Special arrangements must be made with the organisers if a trader wishes to sell direct from a vehicle.

18. All stalls must display a business/group name, contact details and the address where the product was produced.

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