



FARMERS' PRODUCE & CRAFT MARKET (HAILSHAM) LTD

STALLHOLDERS APPLICATION FORM - 2017

Name of Market: **Hailsham Farmers' Market** (Second Saturday every month)

Contact Name:

Trading Name:.....

Business address

Home address

.....
.....
.....

.....
.....
.....

Postcode:.....

Postcode:.....

Telephone:.....

Telephone:.....

Website:.....

Website:.....

E-mail:.....

E-mail:.....

My details may be included in advertising/directories to publicise Hailsham Farmers' Market:

Yes No

Please tick the box that best describes your core business:

- Fruit
- Vegetables
- Cheese and dairy produce
- Eggs
- Raw meat and meat products
- Bread/pastries/baked goods
- Hot/cold food to take away
- Honey products
- Preserves
- Plants/flowers
- Drinks
- Other (please specify)

.....
.....

Will you be attending the markets yourself to sell your produce?

Yes No

If no, please state who else will regularly be at the markets.

Name(s):.....

Position:



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Public and Product Liability Insurance is compulsory. Please include a copy of your Insurance Certificate with your application.

Applicant Statement - Please tick to acknowledge items and sign below

- I agree to sell only items that I have produced, grown or raised.
- I understand that Trading Standards and Environmental Health officers will communicate with the Market Organiser any issues which may affect my ability to attend the markets.
- I agree to assist in any inspections required to verify the above statements.
- Copy of Insurance Certificate for Public and Product Liability Insurance attached.

Signed:

Date:.....

Thank you - please note that any stallholder who falsifies information on this form will be suspended from trading.



FARMERS' PRODUCE & CRAFT MARKET (HAILSHAM) LTD

Please return your Completed Stallholder's Application Form and documentation with a cheque made payable to F.P. & C.M. (Hailsham) Ltd to the address below.

2017 FEES

**Limited Time Offer for
All Traders
6 months for only £60**

	ONE MARKET	DISCOUNTED FEE FOR ADVANCE PAYMENT OF 3 MONTHS OR MORE PER MARKET
Crafts	£15.00	£10.00
Producers	£25.00	£20.00
Trading from small vans (excluding electricity)	£25.00	£20.00
Trading from large vans	£55.00	£50.00

TRADING NAME:

ADDRESS:

.....

.....

**Please tick months pre-paid and booked
(Booking fees are non-refundable)**

12	9	14	11	9	14	10	10	14	13	9	14
Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July
17	17	17	17	17	18	18	18	18	18	18	18

Cheque enclosed for £..... payable to F.P. & C.M. (Hailsham) Ltd.

Please return the completed documentation with your cheque to:

Annabelle Padfield, F.P. & C.M. (Hailsham) Ltd
c/o Renhurst Farm, Mark Cross, Crowborough TN11 9NJ

Hailsham Farmers' Market
Second Saturday of every month from 9am - 12.30pm
Hailsham Cattle Market site, Market Street, Hailsham BN27 2AG
Tel: 01892 852168 Email: info@hailshamfarmersmarket.co.uk





FARMERS' PRODUCE & CRAFT MARKET (HAILSHAM) LTD

It is a requirement that the following rules are read carefully.

The completed and signed Application Form should be returned **with the relevant enclosures**.

The Farmers' Produce & Craft Market (Hailsham) Limited has been set up to support and promote the production of local food, plants and crafts. The market offers local producers a retail outlet that enables them to sell direct to the public. The long-term objectives of the project are to promote healthy eating and more environmentally-friendly sustainable food production in the South East. The market is a vibrant and enjoyable place to shop, giving consumers a chance to talk to the producers directly about the products they are buying. Regular markets take place on the second Saturday of each month throughout the year.

GENERAL CONDITIONS

1. All produce must be locally-grown or locally-produced i.e. within a 30-mile radius. The Organisers may use their discretion in booking a producer outside the stated radius of up to 50 miles if there is difficulty in sourcing a specific commodity. Producers are encouraged to use local ingredients where possible, with no commercially-made mixes.
2.
 - a) CRAFTS - raw materials for the crafts section should, if possible, be sourced locally, failing that from the British Isles, e.g. native woods or from sustainable forests, wool, clay. Only crafts made by the stallholder may be sold at the market. Stallholders may only sell other crafts if they comply with 4. and 5. listed below.
 - b) PRODUCERS - must sell their own produce at the stall which must be grown, reared, caught, brewed, pickled, baked, smoked or processed by the stallholder. Stallholders may not sell bought-in produce. Producers may only sell other local producers' goods if they comply with 4 and 5 listed below.
 - c) Meat producers are required to keep beef and sheep on their premises/land for a minimum of 90 days, and all pork on their premises/land for a minimum of 50% of their life. All animals are to be kept under humane conditions and producers free from prosecution or the threat of prosecution by the RSPCA, Trading Standards and Environmental Health.
3. 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.
4. Local growers' associations and umbrella organisations such as smallholders' groups, country markets or community farms may appoint a representative (involved in the goods production) to sell pooled produce/crafts on one communal stall provided that:
 - a) The goods are marked with the origin and nature of the goods
 - b) Each producer represented on the stall should fill in an application form and be deemed to satisfy other Farmers' Market criteria.
5. 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.
6. It is compulsory for stallholders to have Public and Products Liability insurance and to supply details on their booking form, to abide by the Market rules, Local Authority and Trading Standards regulations, licences and records required by law. Failure to comply with any of the aforesaid will result in expulsion from the Market. If you are unaware of the requirements for weights and labelling etc., information is available from East Sussex County Council Trading Standards Office Tel: 08454 040506.
7. All stalls and produce should comply with all current applicable legislation.

Ben Pratt
Chairman

January 2017



FARMERS' PRODUCE & CRAFT MARKET (HAILSHAM) LTD

CONDITIONS AND PRACTICAL GUIDELINES

- The market is located at the Hailsham Cattle Market Site, Market Street, Hailsham.
- The market will be open for the unloading of goods from 8am, should be set up and open to the public between 9am and 12.30pm.
- Vehicles must be parked in the allocated market traders car park. Vehicles can reload between 12.30pm and 1.00pm.
- The market organiser will allocate stalls.
- Stalls measuring 8' x 8' will be erected outdoors with tarpaulins for cover and a table top.
- The use of an electricity point must be arranged with the market organisers in advance of the market.
- Any waste must be taken away at the end of the day.
- WCs, hand-washing and hot/cold water will be available at the market site.
- Hot food and drinks are available on site at the Market Café.

INSURANCE

Public and Products Liability insurance is compulsory. One broker for appropriate insurance is George Imber Insurance –01342 327250. There are other suppliers.

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 contact Rother & Wealden Environmental Health Service Tel: 01424 787550 Email: envhealth@rother.gov.uk.

GUIDELINES ON WINES, BEERS AND SPIRITS

Special licensing arrangements must be made in order to sell alcoholic beverages at the Market, even when a producer has an existing liquor licence. For more details please contact Wealden District Council. Written proof that licensing requirements have been met will be necessary on the day.

ENQUIRIES

Annabelle Padfield Tel: 01892 852168

Email: info@hailshamfarmersmarket.co.uk

**Farmers' Produce & Craft Market (Hailsham) Limited
c/o Renhurst Farm, Mark Cross, Crowborough TN11 9NJ**