

CULLOMPTON FARMERS' MARKET STALLHOLDER REGULATIONS & GUIDELINES

(Please retain for your reference)

The market was established over ten years ago in order to offer local producers of meat, fish, fruit, vegetables, horticulture and processed foodstuffs a retail outlet that enables them to sell directly to the public. The market is planned to be a vibrant and enjoyable place to shop and will give the producers a chance to meet and talk directly to the consumers of the food that they produce.

Note 1

Please list ALL products that you intend to sell on the application form, stating if cooked or uncooked, and the month you wish to start attending the market. Producers will not be permitted to sell any item, other than those listed and approved by the Cullompton Farmers' Market committee, without prior permission of the committee.

Note 2

Chillers, refrigerators etc.

Stallholders are responsible for providing their own equipment and must ensure that all appliances comply with Health and Safety standards (i.e., Electricity at Work Regulation 1989 and Highly Flammable Liquids and Liquid Petroleum Gases Regulation, 1972, and any later relevant regulations). A current test certificate for all appliances will be required and must be available for inspection by the committee.

Market Location

Station Road car park in Cullompton.

Stall Charges

1 m = £10.00; 2 m = £20.00 per market. Some individually priced open stalls are available. Fees are payable three months in advance.

Stall holders shall be charged for every market on a quarterly basis whether they attend or not.

There is limited electricity available at the market. The charge is £1.50 per stall per market.

Parking in the Council owned car park

Parking for producers will be free of charge in the designated areas of the car park. Stallholder's vehicles must be parked in the designated areas once they have unloaded their produce. Members of the public visiting the market will have to pay for car parking.

Opening Hours

The market will be open to the public from 9.30 to 12.30. Stalls should be set up by 9.00, and stallholders should not close down or pack up before 12.30. The market is advertised to be open until 12.30, and we have an obligation to the public to have produce available for sale until 12.30.

Stall areas

You will be allocated an area within one of the stalls. No carpeting, chairs, or tables are provided, **traders should bring all their own equipment and tables**. Some open spaces will be available. Stallholders wishing to rent one of these and bring their own covers can do so with the approval of the committee.

The allocation of the stalls is solely the responsibility of the Cullompton Farmers' Market Committee. Stallholders must accept the location of the stall allocated to them.

Press/Publicity

The market is advertised by means of posters, banners and signs within the town and approaches to the town; the local newspapers; by means of press releases to local radio and TV stations; and flyers delivered locally.

Toilets

Public toilets with hot and cold washing facilities are situated close to the market and must be used if required.

Washing up

If you anticipate you will need to wash utensils, please bring two bowls with you - one for hands, one for utensils (this is the minimum standard required by Environmental Health).

Smoking

Smoking is not permitted by any stallholders when selling foodstuffs, or on their stalls.

Public and Product Liability Insurance

All stallholders are required to hold a valid Public and Product Liability Certificate of insurance cover for a minimum of £5,000,000. The policy number and renewal date is required on the market application form and stallholders must produce a copy of the current certificate to be held by the committee.

General guidelines

- Only good quality products and wholesome food are to be sold. Produce should be well displayed and presented;
- As a general rule, the market is only open to sellers of the food who produce, grow, process or make the items themselves. However, under certain circumstances, and at the committee's discretion, bought-in produce will be allowed;
- Customers must be able to identify from whom they purchase foodstuffs. Stallholders should ensure that items for sale are suitably labeled with their name, address, postcode or telephone number;
- Stallholders must maintain their stall spaces in a clean and sanitary condition and must remove all boxes, packaging and debris at the end of the day;
- Stallholders should post clear prices of their produce;
- No haranguing or aggressive selling techniques are to be employed. Stallholders are encouraged to offer samples of products for sale, but must only offer these from inside their stalls;
- Stallholders are encouraged to use the market as an opportunity to advertise themselves, and to bring posters, leaflets or business cards to do so;
- All produce should adhere to the rules and regulations of the Food Safety Act 1990, and any subsequent relevant acts and regulations.
- If a stallholder is unable to attend the market for 3 months, then that stallholder will need to reapply to join the market by applying to the committee using an application form. If prior arrangements can be made between the stallholder and the committee to replace the stallholders pitch with another stallholder selling the same product for the absence period that is acceptable provided all parties are in agreement and the temporary replacement completes an application form. Then the current stallholder will not need to reapply to the committee.

Hygiene Regulations

- All stallholders selling open food must have hand washing facilities with them to include a separate bowl for utensils and for hands, hot water, soap and hand drying facilities. These should be off the ground on a stand or table;
- Food waste and non-food waste must be placed in separate receptacles;
- Where foods being sold are required to be kept under a controlled temperature (hot or cold) traders must ensure that equipment is operating at the required temperature (Food Safety Temperature Control Regulations 1995, and subsequent relevant regulations). Stallholders must have access to thermometers to test the equipment before use;
- No food or equipment should be placed directly on the ground;
- All persons serving or handling food should wear appropriate protective clothing;
- Any open food displayed for sale must be protected from risk of contamination;
- Stallholders must bring a first aid kit;
- Stallholders are responsible for adhering to Health and Hygiene Regulations and for carrying out their own risk assessment, particularly with regard to high risk products such as cooked meats, poultry, fish and eggs;

- It is illegal for stallholders to smoke while serving food.

Details of these regulations can be obtained from the Environmental Health Agency.

Behaviour of stallholders

Every stallholder shall, at all times when trading at the market, conduct him/herself in a civil and orderly manner towards all customers, visitors, other stall holders, committee members and the market supervisor, be clean and appropriate in dress and person, and shall act with propriety at all times, particularly towards every person seeking to purchase or purchasing goods from them.

Food selling guidelines

It is intended that farmers' markets are places where people can find good quality and wholesome food at reasonable prices, and not places for cheap, over-ripe or reject goods. There will be competition from both organic and non-organic sellers, some of whom will have had professional experience in selling. Please give some thought to the presentation of your stall and the selection of goods for sale.

Packaging

Labels should show minimum weight and variety as well as the name and address of the supplier and must conform to all current food labelling regulations. Scales must be of a type approved by Trading Standards for retail use. Further advice or assistance can be obtained from **Devon County Council Trading Standards and Consumer Protection Department.**

If further assistance is required please contact any one of the following:-

Chairman: Dorothy Anderson, Tiverton & District Country Market, Tel. 01884

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Treasurer: Jenny Radford, Tel. 01884 855517

Secretary: Donna Lucking, Ellises Farm, Tel. 01823 680814

Market Supervisor: George Bruce 01363 877383

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