



## CULLOMPTON FARMERS' MARKET RULES FOR STALLHOLDERS

(Please retain for your reference)

The market was established in 1998 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.

**Market location - Cullompton Town Centre, EX15 1AA – 2<sup>nd</sup> Saturday of every month.**

### **Stall Charges**

**1 metre stalls @ £8; 2 metre stalls @ £15. These rates apply to regular monthly traders only. Occasional traders may be paying additional costs at the discretion of the committee.**

**1. Definition of Local:** For the purpose of these rules Cullompton Farmers' Market defines 'local' as a 30 mile radius of the market.

**2. The majority of producers will come from within the defined local area.** Preference will be given to the most local producer when a space (for the product) becomes available and so long as quality and standards are met.

**3. Own produce:** All produce sold must be grown, reared, caught, foraged or processed (using locally grown/reared ingredients) by the producer. Producers must sell only their own produce, no bought-in produce allowed.

**4. Directly involved in production:** The producer or someone directly involved in production must attend each market.

**5. Locally grown/reared ingredients:** Processed goods must contain as much locally grown/reared ingredients as is possible for the product - a minimum of 25% for all products; 10% minimum for bread and cakes.

(a) The main ingredient should be own or locally grown/reared

(b) The base product should be significantly altered

© Local grown/reared ingredients and estimated percentages should be listed on the producer application form

(d) Proof of the local ingredients may be requested and may be passed to Trading Standards

(e) The main constituent of the product should be made up by the producer **not** with commercial mixes, e.g., fruit filling in a fruit pie; cakes or bread should not be from mixes or part baked

(f) Wholesome commercial mixes may be used for lesser aspects of the finished product. Wholesome meaning without MSG, unnatural E numbers, food colourings, etc.

(g) Hydrogenated fats should be avoided - most will say if they are not hydrogenated.

**6. Producer visits:** Producers agree to be visited at their place of production by a representative of the market if required.

**7. Environmental Health compliant:** Produce preparation, packaging, display and handling must comply with local Environmental Health legislation. (Please contact your EHO if in doubt).

**8. Trading Standards compliant:** Produce weighing, labelling and signage must comply with Trading Standards legislation. Customers must be able to identify from whom they purchase foodstuffs. Stallholders

should ensure that items for sale are suitably labelled with their name, address, postcode or telephone number, and should post clear prices on their products.

**9. GM:** Genetically Modified Products should not knowingly be used in the production of goods on offer.

**10. Insurance:** Producers must have Public, Product and Employee Liability insurance; of at least £5 million - if you are unsure about where to get this the market organiser or FARMA will be able to help. NB. Someone minding your stall on a temporary basis is classed as an employee. A copy of the Certificate must be available on your stall and should be included with your application..

**11. Guest stall:** At the discretion of the Market Manager, or organising committee, markets may offer a Guest Stall status to producers that compliment the market but do not quite fit the criteria, e.g., charities; local community groups; a complimentary product that reflects the farmers' market ethos.

(a) Guest stalls will make up less than 10% of the market, or two stalls whichever is the greater

(b) A guest stall/producer will not attend more than 30% of the markets in any one year

© If a guest stall producer wishes to sell products they will be charged a stall fee. If the stall is merely for promotional purposes, e.g., charities, no stall fee will be payable.

**Additional rules:** In the interest of upholding a pleasant atmosphere at the market where customers feel confident in the quality of the produce on sale the following rules apply:

**12.** The selection and balance of produce available at the market will be agreed by the Management Committee and Market Manager; the market does not offer exclusivity for produce.

**13.** Produce not listed on the application form may be removed by the Market Manager; an additional application form should be completed to add new produce to your range

**14.** If a stallholder is unable to attend the market for three months, then that stallholder will need to reapply to join the market by submitting a new application.

**15.** Only good quality produce should be offered for sale at the market - the Market Manager reserves the right to remove substandard items

**16.** Whilst sampling and interaction with customers is encouraged, noisy and/or aggressive marketing will not be tolerated.

**17.** Stalls should be clearly labelled with the business name.

**18.** If claiming organic or similar certification, a copy of the certificate and any supporting documents that specify what is covered must be displayed on your stall

**19.** People attending the stall must be clean and tidy, and wear appropriate protective clothing when serving or handling food.

a. Smoking at the stall is prohibited, and anywhere within the market boundaries.

b. Adequate hand washing facilities must be provided where appropriate - ask your local EHO if unsure

c. Suitable storage and display of prepared food, for consumption without further cooking, must be provided - seek advice from your local EHO

d. Measures to avoid cross contamination must be in place if selling raw meat and prepared food from one stall - seek advice from your local EHO

e. Stallholders should bring a First Aid Kit.

20. Stalls must be kept clean, tidy and free from hazards

21. Transportation - producers must ensure that vehicle/s and containers are suitable for transporting food and meet food hygiene standards.

22. Stallholders are responsible for removing their own rubbish at the end of the day

23. 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. Even if you sell out, treat it as an opportunity to promote your produce and your business through leaflets and chatting to customers; pictures and information about your products and production will help generate interest as well as 'telling your story'.

**Every producer contributes to the overall look, atmosphere and success of the market and we want every customer's experience to be a great one whether they visit us at 9.30 or 12.30.**

24. 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 uncovered stalls will be available; stallholders wishing to rent one of these can do so with the approval of the Management Committee.

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

25. Vehicles should be clear of the market area and adjacent parking spaces by 9.15..

26. **Toilets** - Public toilets with hot and cold washing facilities are situated close to the market.

27. Transgressions of the Rules will be dealt with by the committee and may result in you being asked to leave the market. If you don't agree with the decision you may appeal in writing, within 28 days, to the Committee Chair, who will investigate the matter in a timely manner.

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**Please retain one copy of these rules, sign the other and return it to:**

**Sarah Jones, CFM Committee, Heronsyke, Clyst Hydon, Cullompton, EX15 2ND Tel 01884 277471**

**email: [manager@cullomptonfarmersmarket.com](mailto:manager@cullomptonfarmersmarket.com) & [sarah@bloomberryjuice.co.uk](mailto:sarah@bloomberryjuice.co.uk)**

I, the undersigned, have read and agree that I and my representatives will abide by these Cullompton Farmers' Market rules.

Signature..... Print name.....

Business..... Position.....

Date.....

Revised January 2015