

Farmers' Market Booking Form

Producer and Trading Name:

.....
Address:
.....
.....

Postcode:

Contact name:

Mobile:

Telephone No:

Email:

Website: Facebook:

Type of Produce/Craft:
.....

Booking required:- Weekly , Fortnightly Monthly
We do/ do not provide the stalls and put up/take down.

The price of stalls will be £ .00 for Crafts and £ .00 for Producers.

If you book in advance for your first three markets, you only need to pay for two.

Please pay by BACS to Sort Code Account No.

Note:- Any booking not accompanied by a payment will not be regarded as firm

Shared stalls may be permitted by arrangement with the organisers.

Producers who are unable to attend must give 24 hours' notice or be liable for the cost of the stall.

I consent to the Farmers' Market/Kent farmers Market Association using the above knowledge to communicate with me about the market. Yes No

My details may be included in directories to publicise the Farmers Market: Yes

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

I attach a copy of my Product and Public Liability Insurance

I attach a copy of my latest 'Scores on the Doors' and date of Hygiene certificate

Signed:

.....
Name (Print): Date:

Please return this form to the Market Organisers:

Or Email: to

Please add:-

- a) web site www.kfma.org.uk as a links on your web and social media sites
- b) Send your completed kfma web template form to Laura@kfma.org.uk
- c) Sens Pictures for the kfms web template form to Laura@kfma.org.uk

CONDITIONS OF TRADE

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 and only sell other producers' goods if they comply with Items 9 and 10 listed below. The stall must be a representative with knowledge of 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.
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 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 organisers will allocate stalls.
16. Special arrangements must be made with the organisers to trade direct from a vehicle.
14. All stalls must display a business/group name, contact details and the address where the product was produced.
15. 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 03454 040506.
16. 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. For further information please telephone The Environmental Health Department, .
17. All producers/stallholders must have Product, Public Liability Insurance and optional Employees Insurance) and abide by Local Authority Environment, Trading Standards and other relevant regulations.
18. 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

- Parking information:-
- The market will open for unloading goods at am. All unloading must be complete and vehicles removed by am.
- Due to safety requirements vehicles are only allowed in the Market area during Market opening hours by special permission. They must switch on hazard lights and must be escorted on and off the market. Stallholder vehicles at the market are there at their owners' risk. The Market cannot take any responsibility for vehicles at the Market.
- Stalls should not pack up or close down during this period unless permission is granted by the Market manager
- Unloading:- The Market will be open for unloading goods from am
- Vehicles may be reloaded at pm.
- At the close of the market traders must remove all waste materials and packaging.
- Toilet facilities are available in the .
- . If the weather is windy (over 22mph) the erectors will make the decision on the morning whether the stalls can be erected stalls cannot be erected, stallholders can sell from their cars.
- 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 on.
- Guidelines on Wines, Beers and Spirits Subject to specific authority from the Farmers' Market 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.