



My Long Melford Farmers' and Makers' Market Stall Holder Application

This form is for exclusive use by market managers, and available to Trading Standards and Environmental Health officers if requested. Please make a copy for your own records.

Name of Market Applied for.....My Long Melford Farmers and Maker's Market

Your Name.....

Company Structure (circle) Sole Trader Partnership Limited Company

Business Name.....

Business Address

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Postcode.....

Telephone.....

Website.....

Email.....

Social media.....

Tell us about you and your business

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Please tick the box that best describes your core business

- | | |
|---|--|
| <input type="radio"/> Fruit Hot and Cold Foods | <input type="radio"/> Vegetables |
| <input type="radio"/> Honey Products | <input type="radio"/> Cheese and dairy produce |
| <input type="radio"/> Preserves | <input type="radio"/> Eggs |
| <input type="radio"/> Drinks | <input type="radio"/> Raw meat and meat products |
| <input type="radio"/> Plants / flowers | <input type="radio"/> Bread / pastries / baked goods |
| <input type="radio"/> Other <i>please specify</i> | |

Products: Please list **all the products** that you intend to sell at this Farmers' Market. You will only be permitted to sell produce listed below, and may be asked to remove any undeclared items. If you change your trade or develop new lines, you must fill out a new application form.

Processed Products – Please give an approximate percentage of local ingredients used in each product, you should include proof of local origin on your application, these may be passed to Trading Standards if requested.

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Please list other outlets for your produce including farmers' markets.....

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Please circle the months in which you are able to sell your produce or products.

All year Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Will you be attending, in person, at all the markets to sell your produce? (please circle)

Yes No

Are you a member of any assurance or certification scheme (e.g Organic, LEAF), please tick

Yes - Please include a copy of your certification document with this application

No

Please give the name of the insurance company that provides your Public, Product and Employee Liability Insurance, the policy number and expiry date :

Insurance company name:

Policy Number:..... Expiry date:.....

Trading Standards and Environmental Health

Has your production premises been visited by EHO and TSO? If so, when?.....

Have you had a 'score on the door' score? If so, what is it?.....

APPLICANT STATEMENT (please tick to acknowledge)

I agree to sell only the items that I have produced, grown or created myself.

One of the persons named above will be present at my stall.

I understand that my details will be passed to Environmental Health and Trading Standards if requested.

I agree to assist in any inspections and /or visits required to verify the above statements.

My insurance is current and I will supply a copy of the policy if requested.

I agree to uphold the rules of the market and to ensure that my representatives do likewise.

I, the undersigned, declare that the information provided is correct;

Signed..... Print Name.....

Position..... Date.....

Any stallholder who falsifies information on this form will be suspended from trading.

Enclosures

Copies of certificates for assurance schemes
(e.g Organic, FABBAL etc)
Copy of Food Hygiene Certificate for food processors
Copy of insurance policy
Proof of local ingredients if relevant

Please return to: Farley Boxall, My Long Melford, 10 Little St Marys, Long Melford. CO10 9LB

Telephone: 07772773992

Email: farley@connect2arc.co.uk

Terms and Conditions

Each table / pitch size and location will be agreed at time of sign up.

All fees must be paid in advance of the next market date.

Current fees are £15 per pitch / table per event and will be reviewed annually.

Any special events may incur an additional fee.

Pitches/tables cannot be sub-let.

Traders are responsible for setting up and taking down their table/pitch.

Traders must ensure that their Market Pitch is kept presentable and is in keeping with the Market and the environment during Trading Hours.

Market hours are 8.00am – 1.00pm all year round with access from 7:00am and pack up and leave by 2:00pm.

It is the responsibility of each Trader to ensure that all refuse and recycling generated by or collected upon his or her pitch/table is taken away with them.

Traders are required to conduct themselves in a manner that does not bring any adverse publicity to the Market, fellow traders and ensure that the public are treated fairly and with courtesy.

Bookings will be taken 3 months in advance with a months cancellation notice otherwise no refund will be provided

My Long Melford is not responsible for any loss, theft or damage to your property or stock at any of the events. All stallholders must carry adequate insurance and provide a copy of their PL Insurance with a minimum cover of £5million and food hygiene certificate if relevant.

No Trader will duplicate another Traders products without prior special consent.

Each Trader will be provided with marketing material to advertise that they will be at the My Long Melford market to help promote the event and increase trade.