

Arundel
Farmers Market
LOCAL & FRESH

**CRITERIA &
GUIDANCE 2022**

Updated 21st December 2021

ARUNDEL MARKETS CRITERIA & GUIDANCE 2022

Arundel Farmers' & Artisan Markets (AM) offer producers a retail outlet to sell direct to the public. The long-term aims of the Market are to promote healthy eating, more environmentally friendly and sustainable food production, as well as the encouraging creative skills in arts and crafts using locally sourced materials.

CRITERIA for stallholder participation and sale of local food & drink, arts & crafts at Arundel Markets (AM).

Locally Produced:

The defined area is a distance of 40 miles from the market site. Producers from further afield may attend the market if there is no suitable local producer of a given product. The organisers may change the radius of the market to accommodate specific needs; Ideally no producer should come from beyond 100 miles of the market.

Category 1 – Primary Produce:

- Includes eggs, fruit, vegetables, herbs, meats, dairy products, honey and bee products, wine, cider, beer, fruit juices, flowers and plants.
- Plants may include planted baskets if wholly grown and arranged by producer.
- Exceptions may be made for products which are not available locally or to respond to customer demand
- The organisers will permit the sale of locally caught fish, seafood or farmed fish.
- All animals to be kept under humane conditions and producers free from prosecution or threat of prosecution
- The stall should be operated by someone directly involved in production, not just in other aspects of the producer's business. This ensures the operator of the stall will have specialist knowledge and can advise consumers about the details of the product.

Category 2 – Secondary Produce: Handmade consumable products

- Anyone processing produce, or adding value is a secondary producer.
- Includes ready-made meals, beer (Brewer), condiments, confectionary, preserves, cakes and desserts whose principal ingredients are from primary produce from category 1.
- All processed goods must contain at least one ingredient of origin from within the defined local area (not merely bought locally) The minimum local ingredient is 10% of each product.

Category 3 – Handmade craft items

- Only products hand crafted from locally sourced materials, or imported goods ethically produced that are not available locally.

Principle Producer:

- Someone directly involved in production shall operate the stall; or someone employed by the producer who has significant knowledge of production methods

Collaborative Groups:

- Producer's cooperatives and community associations such as local allotment societies or WI groups may be agreed as principle producers on a case by case basis by the organisers.

- Small-scale producer's, either primary or secondary may come together as a collaborative group. The criteria for both primary and secondary produce will apply

In addition:

- Each producer retains ownership of stock. (No stock bought in)
- Produce must be clearly labelled with producer's name and place of business in addition to legal labelling requirements.
- At least one producer in the collective must be selling at all times.
- Each producer of the collective to complete and sign application form and provide evidence of insurance.

General:

- Only certified organic producers can trade under the "organic" label and must display organic Certification must be from an accredited body.
- No genetically modified (GM) produce or produce knowingly containing GM ingredients can be sold at this market.
- No additives or artificial colouring in any product.
- No processed fats (such as Hydrogenated fats) to be used in any product.
- This market does not permit / support the purchasing / repackaging selling on of finished goods.

Policy and Information

- The producers should be able to provide information about their production methods.
- Producers must display business name and address clearly and provide information about production practices.
- Products must be traceable.
- Producers may be required to provide information about their trade for the effects of evaluating the impact of the market and for the planning of future markets.

Legal and Regulations: Food Safety, Trading Standards and Insurance etc.

- You are responsible for complying with all laws and regulations regarding the production, preparation, labelling, display, storage and sale of goods and also the relevant Trading Standards legislation.
- Food must be marked and priced according to legal requirements.
- Stallholders are required to have £5m Public Liability Insurance cover, £5m Product Liability Insurance cover and an appropriate level (normally £10m) of Employers Liability Insurance employee and products liability insurance. Photocopies of relevant certificates etc should accompany your application. Proof of renewal of insurance will also be required at the appropriate time.
- We wish to encourage high standards of food safety and best practice and would encourage traders to use chillers and freezers to display their products wherever possible. Sneeze guards are also a welcome addition, along with frozen chill packs under produce where necessary (especially summer months).
- Stallholders who are purveying food are required to have obtained the relevant level of food hygiene certification.
- Trading Standards and Environmental Health Officers will make unannounced visits to farmers and artisan markets.

Alcohol and game:

- Special licensing arrangements must be made in order to sell alcoholic beverages or game at a market.
- Sellers of alcohol must provide proof of an adequate off licence on the day of the market.
- Sellers of game must provide an up to date game dealers license authorising the dealing, processing, and selling of game.

Applications:

- The organisers will consider all applications however they reserve the right to refuse any application without giving a reason.
- Normally no more than a maximum of 3 producers in each category of produce will be allowed.
- Only produce included on the initial application will be allowed, any additional produce or product will need completion of a further application form and agreement by the organiser before being sold.

Verification:

- The organisers (or their chosen representative) may make scheduled visits to places of production to verify compliance with the “Producer-Only” rule.
- Complaints of suspected violations of the “Producer-Only” rule must be submitted in writing to the organisers and signed. Refusal to permit reasonable visits to a site will result in suspension or expulsion from the market.
- Meat producers may be required to produce copies of slaughter certificates and animal movement records to satisfy trace-ability legislation and the “producer-only” rule.

General Matters

- Stallholders must be set up and ready to commence trading by 9am and must then continue trading until the market closes at 1pm.
- Stallholders should not close down (unless sold out) during market trading hours (meat sellers without refrigeration are exempt).
- Stall areas should be kept clean and tidy.
- Stallholders are responsible for their own security.
- A no smoking policy applies to all stallholders.
- Allocation of stalls is solely the responsibility of the Market Manager.
- Stallholders required to use the stalls provided by the market.
- Stallholders are responsible for clearing up their stall area, picking up and bagging rubbish and sweeping the area. It is extremely important that stall areas are left clean and free from rubbish at the end of the market.
YOU MUST TAKE YOUR RUBBISH AWAY AT THE END OF THE MARKET.
- Political campaigning, charity collections and petitions etc. may be allowed at the market at the discretion of the market organisers and must be approved at least two weeks in advance. The market reserves the right to refuse an application without giving a reason.
- The organisers reserve the right to remove side and back sheets or to close the market early without prior notice or cancel the market in the event of adverse weather conditions.

ORGANISATION OF ARUNDEL FARMERS MARKET

- The market is held on the 3rd Saturday of every month, Arundel Farmers' & Artisan Market will be situated in Arundel town centre.
- The market is open to the public from 9am to 1pm.
Stallholders must ready to trade before the market opens.
- Vehicles will be able to unload from 7.30am until 8.30am
- Once unloaded, vehicles must be parked legally. If you use a car park (a valid ticket MUST be purchased).
- In the interests of public safety, no vehicle movements will be allowed between 8.30am and 1pm.
- Vehicles will be able to re-load after 1pm

VEHICLES and TRAILERS

- Due to size restrictions special arrangements must be made with the organisers if traders wish to sell direct from their own vehicle or trailer.
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PRICING EFFECTIVE FROM 1st SEPTEMBER 2021

NOTE: If you are a seasonal trader or have a holiday/break booked and want to take up a multi booking offer just let us know which months you want to attend.

	PITCH 2.5mx2.5m	Monthly equivalent	Saving vs 1 month
Monthly Payment by Standing Order*	£45.00	£45	0%
3 months in advance*	£128.00	£42.67	5%
6 months in advance*	£243.00	£40.50	10%
12 months in advance*	£459.00	£38.25	15%

*All payments must be electronic and received by the Friday in the week before the week in which the Farmers Market falls.

Late payment will be subject to a £5 surcharge to reflect the extra administration involved.

These fee rates may be amended at any time by Arundel Farmers Market organisers. Fee rates for multiple pitches / pitches of non-standard size are subject to negotiation with AFM management.

PAYMENTS & INFORMATION RELATING TO MARKET ATTENDANCE

Payment

Payment must be made via Bank Transfer or Standing Order by the first day of the month in which the market is to take place. If payments are not made by the due date, AM management reserves the right to re-let pitches. Payments for each Market are to be made in advance; retrospective payments are not allowed or encouraged.

Payments should not be made by cash or cheque without prior arrangement/agreement. A £5 surcharge is payable for these transactions.

Attendance

The business owner/ stallholder is responsible for informing the Market Manager of the intention to attend each individual Market. Also, when taking a break or holiday.

Stallholders are expected to attend every monthly market, although provision is made for a number of "seasonal" stalls. Planned months of trading must be agreed with AM management.

Non-Attendance

Stallholders are required to give 2 weeks' notice if you are unable to attend the market that month. Later notification will be classified as a No Show.

Stall holders will be allowed 1 No Show per year providing there are mitigating circumstances.

More than 1 No-Show in any one year may result in immediate suspension or expulsion and would mean the loss of your pitch fee.

The Arundel Farmers Market new year begins 1st January.

APPLICATIONS

- AFM management will consider all applications from Producers. However, they reserve the right to refuse any application without giving a reason.
- Only produce/products included on the initial application form will be allowed. Any additional produce or product will need completion of a further application form and the approval of management before being sold.

SUSPENSION OR EXCLUSION

AFM management reserve the right to suspend or exclude Producers or Stallholders if for any reason they fail to comply with the definitions, requirements or rules contained within this document **or** act in an unreasonable manner **or** act in a manner which, in the view of AFM management, may bring Arundel Farmers Market into disrepute.

Arundel Farmers Market and Artisans Market criteria for the sale of local food & produce and general information will be kept under review and may be altered to take account of changing circumstances.

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Please note:

This criteria and guidance relates only to the sale of local food and drink, plants, arts and crafts as defined above.

Please sign below to accept our Terms & Conditions.

This is a condition of trading at the Arundel Farmers Market.

Business Name (please print)

Proprietor Name (please print)

Representative Name (If applicable)

Signature :

Date :

For more information, contact:

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