

STALLHOLDER CONDITIONS

Welcome to Lewes Friday Food Market. Please read these conditions in conjunction with the Application Form.

	Definition
The Market	Lewes Friday Food Market: www.lewesfoodmarket.co.uk .
Stallholder	Person taking responsibility for stall and its contents
Market Manager	The Board representative who manages the Market
Board	Full Board of Directors of Lewes Local C.I.C. which runs Lewes Food Market
Local Produce	From within a 30-mile radius of Lewes
Primary Produce	Eggs, milk, raw meat and poultry, wet fish and fresh vegetables and fruit
Secondary Produce	A food or drink item with added value - e.g. smoked fish, cheese and bread

Mission Statement

To increase sustainable food production, supply and access in Lewes district and beyond. To bring added vitality to the Market Tower and the centre of Lewes.

Conditions for trading at Lewes Food Market

- The Market encourages the production and consumption of traceable seasonal and local Produce.
- The Market aims to reduce CO₂ emissions from transport fuel by sourcing nearby.
- The Market encourages the reduction of non-organic inputs in the growing of fruit and vegetables.
- The Market accepts cultivation under the protection of plastic or glass provided only green energy sources are used where necessary.
- The Market excludes all battery-farmed eggs and encourages high standards of animal welfare.
- The Market encourages healthy competition to generate quality customer choice.
- The Market seeks to reduce waste, including packaging and food waste.
- The Market actively supports plastic free and encourages all stallholders to use alternative plastic free packaging.

General conditions

1. Stalls can be manned by Stallholder representatives who should have full knowledge of source and characteristics of their products and understand the best use for them.
2. No Stallholder shall be allocated a permanent site for their stall, the location of which will be determined by the Market Manager.
3. Stallholders are required to remove all rubbish and any unsold produce and leave the Market clean at the close of the Market.
4. Trading hours are currently 9.30am to 1.30pm every Friday with the Market open for set-up at 7.30am.

5. If Stallholders sell all Produce, they are required to leave their stalls and signs in situ until the Market closes at 1.30pm.
6. Stallholders are expected to have set up their stall and be ready for trade at 9.30am prompt.
7. Stallholders are expected to remain on site for the Market opening hours.
8. Stall charges are as follows: Four-foot table = £14.00, Six-foot table = £20.00 and Nine foot with gazebo = £23.00
9. In the event that stallholders are unable to attend, they are required to give a minimum of 48 hours' notice. Non-attendance or insufficient notice given will result in a penalty of one week's fee being charged, payment for which would be required before any further attendance at the Market. Extenuating circumstances will be considered.
10. Electricity maybe available on request and after discussion with the Market Manager.

Produce

1. Priority will be given to Primary Produce.
2. Among Secondary Produce priority will be given to that which contains a greater proportion of local ingredients.
3. Stallholders should adhere to the produce described on the application form.
4. Stallholders should ensure that their product's provenance is clear to customers.
5. If a Stallholder wishes occasionally to sell produce that is seasonal but imported, they should seek agreement from the Market Directors.
6. Stallholders from outside the Lewes area may be allowed to trade at the Market if they are able to supply goods usually supplied locally but temporarily unavailable.
7. The sale of hot food is generally not permitted but may be allowed at the discretion of the Board and any permission may be withdrawn with immediate effect.
8. Produce should be of good quality. This can mean different things to different people, but most shoppers would agree on value for money and traceability.

Legal requirements

1. Stallholders' full names, business name and address must be clearly displayed.
2. All Stallholders are required to have registered their business with Lewes District Council or with their local authority if outside of the Lewes area.
3. All goods for sale must clearly display a price label showing price per item or per kilo. Further information is available from your local Trading Standards Office or from the Lewes Trading Standards Office (www.eastsussex.gov.uk/community/tradingstandards).
4. Organic foods should be certified as such and certificates should be available on request.

5. Stallholders are required to ensure they have Public Liability cover and relevant insurance.
6. Stallholders are required to provide information regarding the source and production of their Products.
7. All Stallholders selling Secondary Produce are required to have the appropriate Food Hygiene Certificates.
8. Food should not be stored directly on the ground.

Stallholder Behaviour

1. Stallholders will recognise the authority of the Market Manager.
2. Stallholders who cause disruption or bring the Market into disrepute will be given a verbal warning in the first instance, followed by further action if necessary. The Board maintains the right to withhold a pitch.
3. Any problems should initially be directed to the Market Manager. When necessary, the issue will be passed on to the Directors. The Board will then consider the full picture and work towards resolution.

The Market will provide:

- ⤴ A Market Manager on site during trading hours and available by phone in office hours.
- ⤴ Weekly inspection of stalls to maintain standards.
- ⤴ At least one place on the board for a stallholder representative.
- ⤴ Advertising to promote the market in general.
- ⤴ A dedicated web site giving full information on the Market and its events.

The Market Directors reserve the right to amend these Guidelines at any time.
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