

BEST in DORSET

FARMERS AND MAKERS MARKETS

TERMS & CONDITIONS OF BEST in DORSET FARMERS' AND MAKERS' MARKETS (BiDFMM)

1. Gazebos/display equipment :

Stallholders are required to supply your own robust, commercial grade gazebo, display equipment, erect them and to ensure that they are sufficiently weighted for any prevailing conditions.

2. Insurance:

Stallholders are required to provide evidence of insurance for Third Party Liability and Product Liability Insurance to a minimum of £5M. This must include your gazebo & products being sold.

Employees must be covered & stallholders must provide employers liability insurance for a minimum of £5M.

3. Risk assessment

Stallholders must ensure they conduct a suitable assessment of risk of injury, resulting from their operation to comply with HSE regulations.

Stallholders are responsible for their own risk assessment and BiDFMM will require a copy to be supplied on application to trade or exhibit. This document should identify the hazards of each operation, who is likely to be harmed and include the measures taken to remove or reduce the risks identified.

Stallholders must comply with any guidance given by BiDFMM with regard to safety and follow instructions given by BiDFMM in this respect.

Stallholders must provide a valid mobile telephone number on their application form. The mobile number will be used for, including and not limited to, emergencies, cancellations or abandonment of the market. If no valid mobile number is not provided, BiDFMM will not accept any adverse consequences that might result in being unable to communicate important information to the stallholder.

4. Stall Allocation

The allocation of stalls is solely the responsibility of and at the discretion of the market organiser. Stallholders must accept the location of the stall allocated to them and no encroachment of position will be allowed. In the event of stall positions being changed due to unforeseen circumstances, the market organisers' decision is final.

5. Building Your Stall

When building your stall show consideration for other stallholders and for members of the public. Please ensure that you do not create any trip hazards. All stalls may be located on the highway and should not encroach on the pavement. Stalls must be ready for trading when the market opens.

6. Accidents / First Aid

Stallholders must maintain some basic first aid provision and ensure that they record and report all accidents occurring as a result of their operation.

A first aider will be in attendance on the day of the market.

7. Electricity supply:

No electricity will be supplied. A registered silent or super silent generator may be permissible by prior arrangement.

Any equipment and leads powered by such generator must be P.A.T. tested and certified. Certificates must be supplied prior to the event.

8. Use of LPG:

LPG is allowable by prior arrangement. All such equipment must be gas safe and certified and a suitable fire extinguisher (minimum 4kg CO₂) immediately available to trained staff. Gas safety certificates must be supplied prior to the event. Gas tanks must be easily accessible for emergency cut off but not accessible to minors or anyone who may tamper with them.

9. Stall Charges:

Payment for a stall is payable in advance and is based on a standard 3m x 3m pitch. Larger pitch sizes are pro-rata.

10. Cancellation / Refunds

There will be no refunds of fees if cancelled by the stallholder or in the case of bad weather or for any other reason. If the market must be cancelled due to Government guidelines in relation to Covid-19, we will issue a refund in this instance only.

BiDFMM can not accept liability for the level of trading during the market. Any reference to "footfall" is based on estimates or previous estimates – we cannot ever guarantee footfall especially on events that have free public entry. Weather, other events, political climate and even the product being sold and more etc. can all have both positive and negative impact on events. It is up to traders to make up their own estimation as to whether an event is viable for them.

Please note: Our markets are not weather dependant. We will put in place all reasonable plans to ensure that the market goes ahead as advertised, however we cannot be held responsible for events which are outside our control which lead to change in or cancellation of the event. In the unlikely situation that the event needs to be cancelled no refunds will be given. The organisers will not be liable for any expenses due to event cancellation.

11. Road Closure and Parking:

The market area will be closed to traffic for the duration of set-up, market and breakdown. Access will be restricted during this period and vehicles should be removed as soon as unloaded and prior to stall build to a car park. No vehicles shall remain on site at the market. Arrival at the markets will be in the setting up information. There is a speed limit of no more than 5mph to maintain safety. Hazard lights to be displayed when moving vehicles.

All vehicles are brought on site at the owners' risk and must be suitably insured. BiDFMM can not accept any liability for loss or damage that may occur.

12. Food stalls:

Preference is given to businesses based in Dorset . Where there is an opportunity for a small business to enhance our markets, by offering products that we believe will provide a wider choice and compliment the existing offering to our customers, at our discretion, we may extend the radius.

Produce must be stored and served in compliance with Food Safety Regulations. For more information visit www.food.gov.uk/multimedia/pdfs/hygieneguidebooklet0709.pdf

All food businesses must be registered with local authority. Produce weighing, labelling and packaging must comply with Trading Standards legislation. Stalls should be clearly labelled with the business name, contact details, Food Hygiene Rating and allergen information.

Written food safety management systems must be available for inspection by a representative of BiDFMM and licencing authority staff. All food traders & Exhibitors must be registered with a local authority.

Any person involved in food preparation on any stall must hold a Level 2 Food Safety Certificate as a minimum. A high level of personal cleanliness must be maintained at all times.

Food stalls are encouraged to use compostable, biodegradable packaging. Glass may not be used for dispensing food or drink. Retail glass bottles & jars may be sold but must be for consumption off site.

Food produced by the seller should use ingredients purchased from a known reliable and hygienic supplier.

Food waste and rubbish should be removed from the stand on a regular basis and taken home/back to your base to be disposed of according to your local facilities and procedures.

The producer or someone directly involved with the business will attend each market.

Smoking at the stall is prohibited.

13. Market closure procedure

Packing up should not begin before the market closes; vehicles may only be brought back onto site when market finishes or when the market organiser allows.

We ask that even if you run out of produce, you remain at the market until it closes as it affects the overall look of the market – treat it as an opportunity to promote your produce and other aspects of your business through leaflets and chatting to customers.

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

- a. The market manager reserves the right to remove substandard items.
- b. Items not listed on an application form may be removed by the market manager; an additional application form should be completed for new produce. The selection and balance of produce available at the market will be agreed by the market manager. If an opportunity arises for a business to enhance the offering by providing a wider choice and compliment the products being sold, we invite them to join as a guest.
- c. Should any stallholder fail to comply with the above criteria and conditions, the BiDFMM reserves the right to revoke the invitation to trade at any markets operated by BiDFMM.
- d. In order to qualify to trade at one-off events attended by BiDFMM as a 'group', stallholders must trade at a minimum of one regular, monthly market organised by BiDFMM.

14. ANTISOCIAL BEHAVIOUR WILL RESULT IN INSTANT DISMISSAL FROM THE MARKET.

15. Data protection

Best in Dorset Farmers' and Makers Markets may retain information and information supplied by for the following purposes:

- Information regarding forthcoming markets
- Changes in requirements for market operation
- Communicating with council officials / land owner's details such as insurance, licence to trade etc.

Best in Dorset Farmers and Makers Markets will retain such information in secure digital format only, used solely for market trader's and market information.