

Strathmore & The Glens Community Markets
Wellmeadow, Blairgowrie

Booking Form
April – September 2016

Please read this form carefully and complete all sections clearly
Authorised Trading Time at the Market will be between 10am – 3pm

Business Name:

Producers Name:

Address:

Contact Telephone Number:

Contact email:

We would like to attend the following markets and confirm that our products comply with the standards set down, and the market guidelines.

Market Dates 2016	
Stall Hire £35	
Saturday, 23rd April	
Saturday, 28th May	
Saturday, 25th June	
Saturday, 23rd July	
Saturday, 27th August	
Saturday, 24th September	

An invoice will be raised fourteen days with payment due seven days before each market is due to take place. Please note that if less than seven days notice is given for cancellations you will be liable for the full fee. Please also note that we hold your details on a database and we exchange information with Trading Standards and Environmental Health as required. The market is also subject to unannounced visits by appropriate authorities to ensure compliance with legislation.

You must also confirm that you understand and comply with Food Standards Agency Regulation 852/2004 on the hygiene of foodstuffs, Regulation 853/2004 specific hygiene of foods of animal origin, where applicable, and in relation to temperature control, the Food Hygiene (Scotland) Regulations 2006, together with the Guidelines for Blairgowrie Community Market. In addition the Civic Government Scotland Act 1982 has compulsory Conditions for Food Vendors. Stallholders are liable for their product safety and should hold appropriate insurance, they are also solely responsible for legislative compliance in relation to attendance and their products. In this respect they absolve Strathmore and the Glens from responsibility for non-compliance – you are your product experts. Failure to abide by the above rules/regulations may leave you open to prosecution from the relevant bodies. Copies of all relevant certificates, equipment periodic testing, and other documentation should be submitted with this application.

Signature

(Your signature confirms that you acknowledge the guidelines and terms and conditions as shown on page 2)

Date:

Strathmore & The Glens Community Markets Information and Guidelines for Stallholders

The following points outline how the market is organised and managed on the day. Please respect and abide by these arrangements. Failure to do so may affect future participation.

Rubbish – please take all your rubbish home with you as there are no facilities at this site.

Hand-washing Facilities – stalls selling open prepared food stuffs are responsible for providing their own hand-washing facilities. A portable shared hand wash unit is situated with the Strathmore and the Glens stall and is for emergency purposes only.

Toilet Facilities – there are public toilets at the Wellmeadow. Sorry but we can do nothing about the charge.

Vehicles loading and unloading – Subject to normal parking restrictions. Access to the market to unload stock before the market (and to load items afterwards) involves parking in bays limited to 30 minutes. Please be considerate towards other road users and minimise the disruption to your fellow stall holders and the public. Strathmore & the Glens cannot be held liable for any parking penalty incurred. The market closes for trading at 3:00pm, stalls must be vacated by 3:30pm, after which a penalty may be levied.

Early Departure – trading hours of the market are 10am – 3pm. However, should you wish to leave the market early you must first obtain permission from the Market Manager. If you have sold out of stock you may leave early but you must put a notice on the stall stating sold out and the time.

Parking for Stall Holders – There is a free parking area adjacent to the bus station opposite the Wellmeadow and also behind the Angus Hotel. All on road parking in the immediate vicinity of the Wellmeadow and surrounding streets is restricted. We understand the loading and unloading difficulties associated with this venue but it does mean that we do not have to pay for road closures and this assists in keeping the stall hire charges low.

Trading Names - producers should display trading names clearly on their stalls, together with a contact name and telephone number.

Chillers or Refrigerators - Producers should bring their own as required. Electricity supplies are limited and may require long extension cables and protectors. Stallholders using electricity or other power sources have to ensure they use appropriate trip hazard prevention, safe fuel use and other safety requirements as appropriate, including suitable fire extinguishers. All gas or electric equipment must have an up-to-date inspection certificate or label. An extra fee may be required for use of on site electricity.

All fees payable for participation in the market must be paid one week in advance, or on receipt of invoice, which will be posted two weeks before each market date. Please note that if less than seven days notice is given for cancellations you will be liable for the full fee unless an alternative vendor is found. Please also note that we hold your details on a database and we exchange information with Trading Standards and Environmental Health as required. Stallholders booking a stall and failing to turn up are still liable for the stall fee.

Allocation of stalls may be prioritised to businesses in the local area. There will normally be a maximum of two stalls in each produce or activity category. Two vendors may jointly hire a stall at the discretion of the Market Manager. Whilst every effort will be made to allocate a regular position this will not always be possible. The allocation of the stalls is at the discretion of the Market Manager. The standard stalls are table style, but we can offer places in a large gazebo. Single vendor hiring of the gazebo is double the normal stall rate and vendors are responsible for providing their own display stands.

You must comply with the Hygiene Regulation (Regulation EC 852/ 2005, and Regulation EC 853/ 2005), Cosmetic Product Safety Regulations, the Food Safety Act 1990, Civic Government (Scotland) Act 1982 – Conditions for Food Vendors, and the relevant Trading Standards legislation. If in doubt you must contact the relevant Regulatory Office. The market is liable to be inspected with no notice by Trading Standards, Food Safety and other officials. It is in your interests to keep a copy of all relevant public and product liability insurance, training certificates, licences, product ingredients and so on and have them available on demand. All weights and Measures regulations must be complied with. Stall holders are responsible for their compliance with all relevant legislation. Any equipment used must have appropriate gas, electrical or mechanical safety testing up to date. The Market Manager may require sight of all documentation and at their discretion may ask an inadequately certificated or equipped vendor to leave.

Stall Holders must have an appropriate clearly labelled first aid box with a supply of coloured dressings.

Each market is run as a separate event.

You must be prepared for all types of weather or other conditions. In the event of severe or inclement weather the Market Manager may make short-term changes to the operating rules including cancellation or early closing. Pre-paid stall fees will be returned in the event of cancellation in advance of the event.

Please make yourself aware of the fire procedure, which will be displayed at the market. In an outdoor venue this will be to retire to a safe distance.

Further information

These guidelines have been prepared to assist the traders wishing to participate in the Community Market. It is not an authoritative interpretation of the law and it is intended only for guidance.

Disclaimer of Liability

The Organisers shall not be responsible to any person whatsoever for any damage, theft or loss however caused in respect of any exhibits, produce or other property in transit to or from the market or throughout the duration of the market period. Stallholders shall indemnify the organisers from and against all claims and actions in respect of any personal injury whether fatal or otherwise, also damage theft or other loss, which may be caused or occasioned in connection with the market and against all costs and proceedings arising there from. The organisers shall not in any way be responsible or accountable for anything that may happen to visitors, members, stall holders or their employees, or to any property brought to or used at the market. Stall holders are solely responsible for compliance with all regulations and absolve Strathmore and the Glens for any liability due to non-compliance.

Please remember that this is a Community Market organised by volunteers and the hire fees reflect that, so any assistance in setting up or dismantling the market is very much appreciated. The Wellmeadow is a public open-space and the public have a right to be there. However, any trading, soliciting, hawking or other similar activities are not permitted during the operating hours of the market without the Market Manager's permission.

Above all thank you for your support, enjoy the day and the organisers wish you well with your ventures.

Sue Cole, Market Manager
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