

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 prefers all stallholders to use alternative plastic free packaging.

General Conditions

Stalls can be manned by Stallholder representatives at the discretion of the Market Manager and/or the Directors. Such representatives should have full knowledge of source and characteristics of their products and understand the best use for them.

No Stallholder shall be allocated a permanent site for their stall, the location of which will be determined by the Market Manager.

Stallholders are required to remove all rubbish and any unsold produce and leave the Market clean at the close of the Market.

Trading hours are currently 9.00am to 1.00pm every Friday with the Market open for set-up at 7.30am.

Stallholders are expected to have set up their stall and be ready for trade at 9.00am prompt.

Stallholders are expected to remain on site for the Market opening hours.

If Stallholders sell all their Produce, they are required to leave their stalls and signs in situ until the Market closes at 1.00pm.

Stall charges are as follows: Four-foot table = £16.00, Six-foot table = £22.00 and Nine foot with gazebo = £25.00

Electricity maybe available on request and after discussion with the Market Manager.

Payment of Pitch Fees

Weekly or monthly (by agreement) pitch fees, requested via an invoice are to be pre-paid by BACS. Payment is due by **midday on the Thursday** prior to the market on the Friday.

Please note late payments will incur an administration fee of £5 taken as cash on the day.

If a stallholder cancels without giving 48 **hours' notice** they will be required to settle the unpaid pitch fee in full before further attendance at the market.

In addition (and at the discretion of the Market Manager) the stallholder will be required to pay one week in advance for a pitch for a period of 6 months or until a reliable trading pattern is established.

Produce

- ✓ Priority will be given to Primary Produce.
- ✓ Among Secondary Produce priority will be given to that which contains a greater proportion of local ingredients.
- ✓ Stallholders should adhere to the produce described on the application form. Any additions to produce must be submitted in writing to the Board and must await permission before they can be sold at the market.
- ✓ Stallholders should ensure that their product's provenance is clear to customers.
- ✓ If a Stallholder wishes occasionally to sell produce that is seasonal but imported, they should seek agreement from the Board.
- ✓ 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.
- ✓ 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.
- ✓ 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.

Stallholders are required to ensure they have Public Liability cover to a minimum of £5,000,000 and that this applies to the produce being sold. Should they stock another suppliers' produce then it is the stallholders responsibility to ensure that the goods are covered by their own Public Liability. Written confirmation to this effect will be required.

5. Stallholders are required to provide information regarding the source and production of their Products.
6. All Stallholders selling Secondary Produce are required to have the appropriate Food Hygiene Certificates and a minimum rating of 5.
7. Food should not be stored directly on the ground.

Stallholder Behaviour

Stallholders or their Managers/Assistants must comply with all directions given to them by the Market Manager.

All complaints should initially be reported to the Market Manager. Where necessary these will be referred to the Directors for resolution.

Lewes Local CIC will not tolerate abuse or intimidation of any sort. Stallholders are required to ensure that they and their Managers/Assistants are at all times competent, courteous and helpful, treating members of the public, other stallholders all members of the Market Team fairly, reasonably and with respect.

Stallholders or their Managers/Assistants must not commit any acts of harassment against any person. Harassment is considered to include, but is not limited to:

- Violence or threats towards any person.
- Abusive, racial, or insulting words and/or behavior towards any person.
- Sexual acts or comments towards any person.
- Persistent comments of a derogatory or malicious nature towards any person.
- Any act or omission calculated to interfere with the peace or comfort of any person, to inconvenience such person or otherwise considered to bring the market into disrepute.

Any complaints deemed by LLCIC to be of a serious nature against another Stallholder and/or their Managers/Assistants by members of the public, other Stallholders, members of the market team or relevant third parties may be regarded as grounds for preventing/suspending them from trading until the matter is resolved. Such a breach may result in that Stallholder being required to leave the market immediately and being banned from trading at any future markets.

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 website 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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