

**EAST OXFORD FARMERS' & COMMUNITY MARKET  
STALLHOLDER REGISTRATION FORM**

Please read this document in conjunction with the enclosed  
**Market Trading Policy (see below) and Market Manifesto**

If you have any queries about this form, please contact:  
Mark Higgins, Bookings Coordinator at [eastoxfordmarket@gmail.com](mailto:eastoxfordmarket@gmail.com)

Once completed, please send the form and accompanying documents to this email address above.

**1. CONTACT DETAILS**

NAME:

NAME OF BUSINESS/STALL:

ADDRESS:

TEL NO:

MOBILE:

EMAIL:

WEBSITE:

**2. BUSINESS & PRODUCT INFORMATION**

1. Please indicate which description best suits your business:

a commercial enterprise

a hobby

a charity or community enterprise

2. Please indicate which products you will sell with a brief description of how each is grown/made/processed. Use a separate sheet if necessary.

3. Has the produce been grown and/or processed by you?

Yes

No

4. Does your produce contain any genetically modified ingredients?

Yes

No

**5. Please read the Market Manifesto and describe how your products meet our criterion,  
ie local/organic/Fairtrade ingredients**

6. a) Please indicate if you have completed food hygiene training:

Yes. Date completed:.....

Please enclose a copy of your certificate

No

Not applicable, I am not selling food products at the market

6. b) Please let us know with which local authority you have registered your food business:

.....

Not applicable, I am not selling food products at the market

7. Do you have any other relevant accreditations or certificates, e.g. from the Soil Association, or Fairtrade?  
If so, please describe them below and enclose copies of any relevant certificates.

### 3. PRODUCT AND PUBLIC LIABILITY INSURANCE

Please confirm that you have appropriate cover (minimum £5 million) enabling you to sell your products at the market and please provide the following information:

a) Name and address of insurer:

b) Amount of cover:

c) Policy number:

d) Expiry date:

### PLEASE SUPPLY TWO COPIES OF YOUR INSURANCE CERTIFICATE

Suggestions for insurance: <http://www.nmtf.co.uk/> or <http://www.cmtia.co.uk/index.html> for further information.

### 4. YOUR MARKET REQUIREMENTS

1. Please indicate whether you require:

A large table (1.8m long, 0.76m deep)

A small table (1.2m long)

Multiple tables

Other space (please indicate):

Pitches are both inside and outside. No stallholder can be guaranteed a particular pitch location.

Do you have your own outside stall equipment? If Yes, please describe it briefly.

2. Please indicate if you require a power supply:

Yes.

No

Please indicate for what purpose:

3. Please indicate any other special requirements:

### 5. FREQUENCY OF ATTENDANCE

Please give us an idea of how often you'd like to be at the market:

Weekly

Fortnightly

Monthly

Other (please give details):

### 6. PUBLICITY

Each stall has an entry on our website and a weekly email is sent to our customer mailing list. Please compose a one line description of your stall. For example you could say where it's from or what special ingredients are used.

### 7. SOCIAL MEDIA

If you use social media for your business, please give us your relevant details so we can tag you etc in our own posts.

## **SIGNATURE OF ACCEPTANCE**

**The information provided above is correct to the best of my knowledge. I have read and agree to uphold the enclosed East Oxford Farmers' and Community market policy.**

SIGNED:

PRINT NAME:

DATE:

**ACCEPTED ON BEHALF OF EAST OXFORD FARMERS' & COMMUNITY MARKET:**

SIGNED:

PRINT NAME:

DATE:

## **MARKET TRADING POLICY**

1. The Market will be held weekly every Saturday in the East Oxford Primary School, Union Street, off the Cowley Rd, Oxford OX4 1JP from 10am to 1pm. The Market's committee reserves the right to make changes to the venue, market day or opening hours with reasonable notice.
2. The aim of the Market is to provide locally produced, good quality seasonal products at reasonable prices. Production methods should have minimal adverse environmental impact and conform to recognised standards.
3. The Market's committee reserves the right to monitor the quality of produce offered for sale by any stallholder. The committee may cancel the stallholder's contract if it feels the quality is significantly sub-standard. No genetically modified produce or goods containing genetically modified ingredients may be sold.
4. Produce sold at the Market must normally be produced within a radius of 30 miles. The Market's committee may at its own discretion make exceptions if produce is not available from local producers. In such cases the county or country of origin must be clearly displayed.
5. The Market supports the principles of organic production and sustainable farming. The market's committee will accept non-organic produce in certain circumstances but will take production methods into account when allocating stalls.
6. Secondary producers should use locally grown ingredients where possible. Stallholders are encouraged to inform customers when products are wholly or principally made from local ingredients.
7. No bought-in produce may be resold without further processing and without prior arrangement with the committee.
8. Stalls should be staffed by at least one person directly involved in or fully knowledgeable about the growing or making of the produce.
9. Stalls should display the name of the stallholder or enterprise and a contact telephone number or address. Where appropriate, certificates (e.g. organic certification) should also be displayed.
10. Groups of small-scale 'non-commercial' producers (e.g. an allotments association) may take a single stall as a collaborative group. However such groups will be treated on the same basis as other stallholders: registration by each producer will be required; all producers must satisfy the legal requirements, all produce must be covered by public liability insurance (eg via the National Market Traders Federation) and standard stall rates will be charged.
11. Stallholders may only sell produce as listed on their contract. Additions to this list may only be made by agreement with the Market's committee and should be negotiated in advance.
12. The Market aims to achieve a balance of a wide range of stalls. When the possibility of different stalls selling the same or similar produce arises, the committee will consult with existing stallholders offering such produce before deciding whether to accept a new applicant.
13. All stallholders must comply with current Trading Standards and Environmental Health requirements.
14. All stallholders must have employee, and public and products liability insurance. Proof of cover must be presented to the Market committee prior to, or at, the first market the stallholder attends.
15. Stalls should be set up in time to start trading when the market opens and should not close prior to the market closing (unless sold out).
16. Stall fees are payable weekly, on the day of the market unless otherwise arranged.
17. If a trader wishes to cancel a stall they must do so by email to the Bookings Co-ordinator by 6pm on the Tuesday preceding the market at the latest. Otherwise the full pitch fee is due.

18. Waste, rubbish etc is not to be left onsite and each stallholder is responsible for the removal of their own waste and rubbish.

19. Each stallholder shall sign a contract accepting the terms of the above policy.

20. The committee reserves the right to ask stallholders to leave the Market if they are in serious breach of the Market policy.

UPDATED OCT 2015