

# Terms & Conditions

Return To: 31 Manor Road, Sole Street, Cobham, Kent DA12 9BW



*“Celebrating everything we love about Kent “*

***The Meadow Room, The Street, Cobham , Kent DA13 3BZ***

Thank you for your enquiry and booking at our event. We want this to be enjoyable for both our stallholders and our visitors, to ensure that it is and that you get the most out of the event please read and comply with the following terms and conditions. We appreciate you support, if there are any issues with the below please let us know so we can discuss them with you.

## **Information/Guidelines for Stall Holders**

The aim of the event is to promote local businesses who source, grow and/or produce locally, this means within the borders of Kent primarily. Only produce from within the defined 'local area' may be sold at the event, with the exception of when produce is difficult to source upon agreement with the event organisers.

- All produce sold should be grown, reared, caught, or processed by the Producer. The Producer, or someone appointed by the Producer (s) who is knowledgeable about the growing/rearing/making the product, may sell the produce.
- No bought in produce simply for re-sale will be permitted.
- Processed goods must contain as much locally grown/reared ingredients as possible
- Produce preparation, packaging, display and handling must comply with local Environmental Health legislation. Adequate hand washing facilities must be provided where appropriate
- Produce weighing, labelling and signage must comply with Trading Standards legislation
- Genetically modified products should not knowingly be used in the production of goods offered at the event.
- Only top quality produce should be offered for sale at the event, you will be requested to remove sub-standard items.

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- Alcohol may only be sold with agreement from the Event Management and appropriate license must comply with the local and national licensing laws and regulations
- No hot drinks can be sold (unless samples) without express written permission from the Event Management team.
- Items deemed dangerous goods may not be sold at this event

Stallholders/Producers must have Public, Product and Employee Liability insurance and any relevant hygiene certificates. Proof of these must be given to the event manager at registration (or before). Failure to provide all relevant documentation, during registration will not be permitted at the event - no refund will be given. Anyone minding your stall on a temporary basis is classed as an employee and must be covered by the appropriate insurance/certificates.

- The Event Manager will allocate location of stalls on the day, and his/her decision is final.
- Stalls should be clearly labelled with the business name.
- If claiming 'organic' or similar certification, a copy of the certificate and supporting documents must be displayed on your stall.
- The stallholder must be dressed in clean and suitably presentable clothing, appropriate for the prevailing climate. Smoking at the stall and within the event environs is strictly prohibited.
- Transportation of produce to event. Ensure that vehicle/s and containers are suitable for the task and meet hygiene standards e.g. avoiding the cross contamination of food for consumption with materials transported around the farm must be avoided.
- Stalls must be kept clean, tidy and free from hazards. The stallholder must clean up any spillage.
- Stallholders are responsible for removing their own rubbish at the end of the day.
- Stalls must be ready for trading by when the event opens. Vehicles must be removed to the designated parking area half an hour in advance of this.
- Toilet facilities are provided on site
- All stallholders must register before setup where you will be given an event lanyard, which must be worn at all times
- Packing up should not begin before event closure, which is the only time when vehicles may be brought back onto site. Even if stallholders sell out, they must remain at the event until closing as it affects the look of the event overall i.e. treat it as an opportunity to promote produce and business
- Antisocial behaviour will mean instant dismissal from the event.

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## Giveaways/tasters

We would love you to let your customers sample your products, in fact we actively encourage it. If your customers have to handle your food, try and make sure they don't touch other samples on the plate - cocktail sticks or tongs help to stop this. Most importantly, don't leave food that must be chilled for safety reasons out of chill control for long periods, so keep quantities to a minimum and throw out uneaten food if it has been out of refrigeration for a long time.

The law permits a maximum of four hours in most cases but it is best if high risk food is disposed of after one hour out of chill control. Bear in mind that for some foods, such as hard cheeses, temperature control is not critical to safety and longer periods are acceptable, so seek advice if in any doubt.

----- Tear & Return -----

<b>Contact Name</b>	
<b>Company Name</b>	
<b>Company Address</b>	
<b>Contact Phone Number</b>	

I acknowledge that I will abide by the enclosed Guidelines for Stall holders and will ensure adherence

Signed

Print Name

On Behalf of (Company Name)

Dated