

CONWY FARMERS' MARKET

Thank you for requesting an application for Conwy Farmers' Market at RSPB Conwy (Llandudno Junction). This is held on the last Wednesday of every month, except December which is the last Wednesday before Christmas Eve. 9 am – 1 pm

Applying to join the Market

Businesses must complete the application form and send it to the steering group for approval. Each application form will be considered and only those satisfying the criteria set out in 'Rules and Regulations' will be approved. The steering group will notify each business as to whether they have been approved, are on the waiting list or have not been approved.

Payment

Attendance at the Market is **£20 per pitch**. A pitch is a 6' table. A larger pitch may be available, price on application. **Payment is made at the Market**. The pitch fee contributes to signage, insurance and other costs associated with running the Market.

Attendance at the Market

You are expected to set up in the hour prior to the opening of the Market (8am-9am). If you arrive after opening to the public, it will not be possible to attend. Reasonable notice should be given to John Jones (tel 07540 884186) if you know you are going to miss a market. If you fail to turn up for two consecutive months without notification you may lose their pitch and need to re-apply. One month's notice is to be given if you are giving up a pitch so that others waiting on the approved list can be notified.

Facilities available at the Market

If the weather is good, Markets are held under gazebos, set around the circular events area next to the Visitor Centre. The Market owns gazebos, and asks for stallholders' help in getting them all set up and taken down on Market Day. 6' tables are available for loan at the Markets.

If the weather forecast is poor, the Market is held within, and adjacent to, *The LookOut*, the straw-bale building next to the reserve's Coffee Shop. There is space for up to seven stalls inside, with more under gazebos on the adjacent paved area.

Electricity is available inside *The LookOut* and when the Market is held in gazebos on the events area.

Public toilets and hot/cold water are available at the back of the Coffee Shop.

The Coffee Shop is open from 10 am, and carry-out hot drinks are available.

Conwy Farmers' Market

Rules and Regulations

Origin of produce

- All stall holders need to be local and/or connected to a specific farm.
- Produce must be raised, grown, reared, caught, or processed locally or on farm.
- Producers must sell their own produce, or produce that has been secondary processed by them.
- Stallholders must be directly involved in production or processing.
- Preference will be given to produce that is sourced locally and/or produced locally, or at home/on the farm. As far as is reasonably possible locally sourced ingredients are to be used in processed products. Only top quality produce should be offered for sale at the market.
- GMOs must not be knowingly used.
- If claiming organic or similar certification a copy of the certificate should be displayed on the stall.

Selection of produce

- Only produce listed on the application form may be sold on the stall. An additional application form is required and agreement by the steering group before additional produce can be sold.
- In the first instance there will only be two stalls selling the same type of produce. If applications are received from several producers offering the same or similar goods at the market, the steering group's decision will be final regarding which producer takes part based on the above selection criteria.

Legal requirements

- Stallholders are required to establish a working relationship with Environmental Health and Trading Standards. The stallholder is responsible for complying with all local and national laws and regulations regarding production, labelling, display, storage and sale of goods. All food producers should comply with the Food Safety (General Food Hygiene) Regulations 1995, the Food Safety (Temperature Control) Regulations 1995 and the Food Safety Act 1990. It is a legal requirement for food hygiene rating ("scores on the doors" to be on public display) in Wales.
- **Every producer must have their own public and employee liability insurance, and this must be copied to johnjones57@btinternet.com**
- Stallholders should clearly display trading names and contact addresses on their stalls.
- Stallholders must abide by the regulations on single-use carrier bags in Wales.

Use of powered appliances

- Food/drink is not to be sold directly to the public for immediate consumption. If electricity is provided for stallholders it is **not** to be used for cooking but for health and safety/refrigeration purposes only. Samples for immediate consumption may be sold.
- Stallholders may bring their own refrigerators or chillers if required and subject to prior arrangement. Any electrical equipment used at the market must have a PAT Certificate.
- Any cables must be covered with rubber trunking.
- The use of gas appliances is **not** permitted.

Arrival and departure

- Stalls must be ready for trading at 9 am when the Market opens and vehicles must be removed to the car park by 8.55am. For health and safety reasons the steering group have the right to refuse entry to late arrivals.
- Stallholders will be responsible for removing their own rubbish at the end of the day.
- Packing up should not begin before 1 pm.
- The rules and regulations of the market may be subject to change as the markets develop and evolve. The Steering Group's decisions are final.

Conwy Farmers' Market Application

Please complete this form and send it to johnjones57@btinternet.com

Your application will be considered by the steering group and you will be informed of the outcome.

Your name															
Business name															
Business address															
Tel no.															
Mobile no.															
Email.															
Home address (if different)															
How many 6' pitches do you require? There is a small amount of space to trade from a vehicle designed for that purpose; please contact John if that is your preference. The same charge will apply as if you were renting a 6' pitch.															
Do you require electricity? YES/NO Please tick the boxes that best describe your core business: <table><tr><td><input type="checkbox"/> Fruit</td><td><input type="checkbox"/> Fish</td><td><input type="checkbox"/> Preserves</td></tr><tr><td><input type="checkbox"/> Vegetables</td><td><input type="checkbox"/> Confectionery</td><td><input type="checkbox"/> Drinks</td></tr><tr><td><input type="checkbox"/> Cheese/dairy</td><td><input type="checkbox"/> Smoked products</td><td><input type="checkbox"/> Plants/flowers</td></tr><tr><td><input type="checkbox"/> Eggs</td><td><input type="checkbox"/> Bread/pastries/baked goods</td><td><input type="checkbox"/> Crafts*</td></tr><tr><td><input type="checkbox"/> Raw meat and meat products</td><td><input type="checkbox"/> Honey products</td><td><input type="checkbox"/> Other (please specify)</td></tr></table> <hr/>	<input type="checkbox"/> Fruit	<input type="checkbox"/> Fish	<input type="checkbox"/> Preserves	<input type="checkbox"/> Vegetables	<input type="checkbox"/> Confectionery	<input type="checkbox"/> Drinks	<input type="checkbox"/> Cheese/dairy	<input type="checkbox"/> Smoked products	<input type="checkbox"/> Plants/flowers	<input type="checkbox"/> Eggs	<input type="checkbox"/> Bread/pastries/baked goods	<input type="checkbox"/> Crafts*	<input type="checkbox"/> Raw meat and meat products	<input type="checkbox"/> Honey products	<input type="checkbox"/> Other (please specify)
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*Note that priority is given to food producers, but local craftspeople may be able to take a stall if there is space.															
Products Please list all the products that you intend to sell at these Farmers' Markets. Please be as specific as possible. You will only be permitted to sell produce listed below. If you wish to change your trade or develop new lines, you will need to apply to the Steering Group															

Please list other Farmers' Markets that you attend	
If your product is of a limited, seasonal nature, which months would you attend (for year-round products, we would expect you to attend all, or the majority, of Markets)?	
Please tell us about any assurance scheme or certification scheme that you are a member of	
Food producers only, please tick whether you have: <input type="checkbox"/> HACCP protocol <input type="checkbox"/> Basic food hygiene certificate	<input type="checkbox"/> Intermediate hygiene certificate <input type="checkbox"/> Advance hygiene certificate
Which local authority environmental health department are you registered with?	
(If you are not registered, please explain why)	
<i>I have read and agree to abide by the rules of the Market. I am happy to have the details provided above kept on an electronic database for use by the Market steering group. I understand that my application may be turned down if I do not meet the Market's criteria, and that the decision of the Steering Group is final.</i>	
Signed:	
Date:	
Please send photocopies of your current: - Public liability insurance - Employee liability insurance (if applicable) And enclose any marketing or advertising leaflets for your business	

Farmers' Markets at RSPB Conwy: A few rules to make all our lives better!

The RSPB nature reserve is a busy site, with visitors both to the reserve and to the Market.

If the weather is good, the Market is held in the circular events area behind the Visitor Centre. If wet or windy weather is forecast, *The LookOut* building is used. Access to both is along a service track next to the A55, through the vehicle gate immediately to the left of the Visitor Centre steps.

Within Y Maes, there is a triangular roadway and circular events area. Please do not drive on any other surface (grass, sand), which are amenities for visitors. The roadways are one-way routes. Please do not drive on the pebble mosaic in the centre of the events area.

The only vehicles permitted in the Market area during the day (9 am – 1 pm) are those producers who sell from a van and have agreed this with the organisers in advance.

- There may be a school group here on Market day (from 10 am), here to learn about wildlife and the environment. **Do not** move vehicles on the field if you can see that there is a school group walking across the site.
- Maintain a one-way system on the field.
- Please unload as quickly as possible and move your vehicle **before** setting up your stall, to allow others to deliver.

Parking

After unloading, please park in the public car park, preferably at the far end so that customers can park closer to the Visitor Centre.

Signs and notices

Nothing should be stuck to the walls of *The LookOut* (inside or out); the walls are made of clay and lime render and will be damaged. Also, please do not stand any liquids on the wooden sills below the windows.