

# 'A Thought for Food' - A Local Producers' Showcase Market

## Saturday 29<sup>th</sup> & Sunday 30<sup>th</sup> September 2018



### Market Trading Hours

Set up from 8:00am. The market will trade from 10:00am until 8:00pm Saturday & 10:00am until 6:00pm Sunday. You should be ready to trade by 9:45am and remain open for trading until the market closes.

### Allocation of Stands

We will do our best to meet your requirements with regard to the allocation of pitches but the final layout of the market will be decided by the EBA.

### Parking

Long stay Pay & Display parking is available in the Palmers Road car park just off North Street. There is also a free car park in Bridge Street, off Havant Road.

### Insurance

Please send us a copy of your public & employee liability insurance with this application form.

### Electricity

The EBA cannot supply electricity to any stalls at this event.

### Gazebo Set-up

You will need to supply your own gazebo, weights and tables. There will be security on site over night.

### Cancellations

Please refer to the Terms & Conditions for our cancellations policy.

### Alcohol

If you intend to sell alcohol by the glass, please let the bookings coordinator know in advance.

### Cooking

If you intend to cook food during the market, please let the bookings coordinator know in advance.

*The Emsworth Business Association (EBA), organizers of this market, reserves the right to refuse any application at their discretion.*

Twitter: @Emsworthfood  
www.emsworth.org.uk  
Bookings co-ordinator:  
Giles Babb  
01243 373394 or 07921837621  
chair@emsworth.org.uk

### PLEASE WRITE CLEARLY

Contact name .....

Contact tel. ....

Business name .....

Address .....

.....

.....

Postcode .....

Email .....

Website/Twitter .....

Please use this space to give us a description of the products you plan to sell at the market. This may be used in publicity material for the market:

.....

.....

.....

.....

### Pitch Fees

PLEASE TICK AS APPROPRIATE

☐ 3m x 3m food retail ..... £150.00

☐ 3m x 3m food vendor ..... £300.00

*Please read the terms & conditions on the attached page carefully. By signing this application form you agree to abide by them.*

Signature: .....

Print Name: .....

Date:

Return this **application form**, along with **payment**, **relevant food hygiene certification** & a copy of your **insurance** to:

Mr. T G Babb The Blue Bell Inn, 29 South Street, Emsworth, Hampshire PO10 7EG. A receipt will be issued.

MAKE CHEQUES PAYABLE TO EMSWORTH BUSINESS ASSOCIATION  
Payment online to: Emsworth Business Association 52-41-20 43613519  
Please use reference: ATFF2018 & supply proof of payment with application

# 'A Thought for Food' - A Local Producers' Showcase Market

## TERMS & CONDITIONS

1. In these terms and conditions, "we" and "us" mean Emsworth Business Association and "you" means the person or organisation exhibiting.
2. The booking is only confirmed upon payment of cleared funds to Emsworth Business Association. VAT is not chargeable. Payment is upon application.
3. We reserve the right to refuse or withdraw any booking at our absolute discretion, in which case payment will be refunded.
4. Stalls must be manned, stocked and ready to trade by 9:45am. You must trade or have a presence in your stall until the market closes.
5. You must not place goods beyond the boundaries of your stall, either on the ground or hanging, except with our permission.
6. You must keep the stall and fittings and space below the stall clean and free from litter.
7. You are responsible for removing all your own rubbish.
8. If selling food, you must comply with the *Weights & Measures Regulations*, *Food Safety (General Food Hygiene) Regulations 1995* as amended and the *Food Safety (Temperature Control) Regulations 1995* as amended. You must also comply with the food hygiene guidance provided by [www.food.gov.uk](http://www.food.gov.uk) (Food Standards Agency).
9. You must have public liability insurance for a minimum of two million pounds (£2,000,000.00). Copies of your public and employee liability insurance must be returned with your booking form.
10. If you use electricity or flammable gas, you must provide adequate fire extinguishers. Those using electricity must have current and signed inspection labels (or relevant certificates) on or for the electrical products concerned.
11. All vehicles must be removed of site after set-up unless permission has been granted by us.
12. If you cancel the booking after confirmation (under paragraph 2) there will be a non-refundable cancellation fee of £75.00. If booking is cancelled after 1<sup>st</sup> September 2018 the entire booking fee remains payable. This may be remitted in whole or in part at our absolute discretion. We reserve the right to re-let any such booked site.
13. No refunds shall be made if the Event cannot take place for any reason beyond our control (eg bad weather).
14. It is your responsibility to safeguard your produce. We shall not be liable for any loss or damage, consequential or otherwise to any trader's property or produce.
15. We shall endeavour to accommodate specific stall location requests when possible but reserve the right to change an agreed position if necessary or to refuse a request.
16. We shall endeavour to separate similar produces offered for sale but reserve the right to provide variety and choice to members of the public.

Please keep this copy of our Terms & Conditions for your reference. Signing the application form is confirmation that you will abide by these terms & conditions during the event.

The Emsworth Business Association  
c/o The Brookfield Hotel & Hermitage Restaurant  
Havant Road, Emsworth, Hampshire PO10 7LF

June 2018