

# Carlow Farmers Market Stall Application Form.

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Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Phone: Home \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Product(s) Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount/Continuity: (Market Attendance is Required Every Week)

\_\_\_\_\_  
\_\_\_\_\_

Space required for stall – size and shape: \_\_\_\_\_

Do you require a power point? \_\_\_\_\_

Are you an Organic Producer? Yes/No License No: \_\_\_\_\_

Conventional Producer? Yes/No \_\_\_\_\_

Do you have product and public liability? Yes/ No \_\_\_\_\_

Are you registered with health board or other agency? Yes/ No \_\_\_\_\_

Please give any other relevant information that may help with processing your application e.g. market experience, training qualifications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In order for your application to be processed please post your stall application form along with signed terms & conditions to the secretary:

**Deirdre Pender, Russellstown, Palatine, Co. Carlow** along with a cheque for the €50 application fee (made payable to Carlow Farmers' Market). Please do not post cash. This fee will be returned if your application is unsuccessful.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# CARLOW FARMERS MARKET

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## TERMS AND CONDITIONS

- Each applicant should be producing some of their own produce, where possible, not just wholesalers: List of exceptions, produce that cannot be sourced locally, i.e. artisan foods.
- Applicants shall not be commercial traders or have own commercial premises. (This will be further defined as the market develops)
- Local Suppliers to be prioritised where possible and appropriate.
- Priority given to smallholder farm family units and householders, to enable them to develop an additional income stream. (Stallholders are encouraged to avail of training support through Carlow Enterprise Office, among other organisations)
- Each applicant to be assessed individually - It was agreed to review competition within the market - not to negatively affect any current stallholders but to create an element of choice for consumers and ensure that produce is competitive where appropriate.
- Need to find balance - enhance the market but not to over shadow current producers, not to be too restrictive to prohibit market development.
- Each applicant must apply under listed categories - needed for license purposes. No supplier to be allowed to apply for more than one category plus associated produce for the trial period.
- Only what is on the application form can be supplied at the market.
- Associated products - i.e. small pots/flower - criteria is that it must be linked product to the supplier's main product.
- Not guaranteed the space as initially allocated - to be reviewed at the end of the pilot phase, based on stallholder's needs and consumer feedback.
- The individual needs of stallholders will be taken into account, although the final decision regarding location of stall will be with Quality Control Committee.
- Certificate to be awarded to stallholders by the Quality Control Committee, which will be used when making license applications to Carlow Town Council.
- Quality Control Committee will have ultimate responsibility for the selection and follow up on the product control etc. This to be done in a supportive manner.
- An independent member of the Quality Control Committee will monitor on a weekly basis and within the ethos of encouraging participation market. This to be done on a rotational basis, to support stallholders and to maintain standards within the market initially. The market after an agreed time will become Self Regulating.
- Market hours are 9 am - 2 pm. Market stalls must be set up and ready to trade no later than 9 am. Dismantling of stalls and clean up must be fully completed within 45 minutes of the termination of the official market time.
- Weekly attendance is essential to the ongoing success of and running of the market.
- Each stallholder must stay until the agreed finishing time (2 pm currently) and must not dismantle their stall in advance even if completely sold out.

- All participants are required to take full responsibility for clean up, waste disposal and hygiene around their stalls both during and after market hours.
- The reputation of the market is dependent upon the honesty and integrity of its members.
- Market participants are required to make provisions for their own display stalls and units. Stalls must look attractive, clean and tidy, and be in keeping with the Farmers Market ethos.
- The Quality Control Committee will authorise participation in the market and will have the ultimate decision making role in relation to certification of stallholders.
- It is essential that all products displayed and sold at the market are produced to the highest standard of hygiene and are of consistent high quality standard.
- We recommend that all stallholders producing food from their own kitchens comply with the regulations in the “Guide to Food Law for Safety Artisan/Small Food Producers Starting a New Business” Published by, Food Safety Authority of Ireland 2016. **ISBN 1-904465-67-6.**
- Participants must supply their own Product and Public Liability for their stall and are responsible for same. Employers liability is required if a person other than the stall owner operates the stall.
- Vehicles shall not be permitted in the market area unless previously authorised by Carlow Farmers Market Committee.
- The ongoing costs of the market will be divided equally between the stallholders. Each stallholder to make payments to the “Carlow Farmer’s Market” at the agreed times and in the agreed manner.
- The current market rent is €45 per month.
- New applications to join the market to be accompanied with €50 application fee.
- Once accepted into the market the new stallholder will pay 3 months’ rent in advance currently €135. This to ensure the continued attendance of the stallholder.
- Additional costs relating to individual stands to be borne by the individual stallholder, i.e. electricity etc.

I \_\_\_\_\_, have read and fully agree to abide by the terms and conditions as set out above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_