

# Rules and Conditions from Houghtys Limited

Houghtys Ltd relies on its good reputation and the reputations of its producers to sell good quality wholesome local food and crafts at our fairs. We hope that together with our producers and craft stall holders we can continue to do our utmost to maintain this reputation and continue working together to provide a safe, interesting and welcoming environment for all our customers.

**We are committed to protecting and improving the environment**

**Rules for Houghtys Limited fairs:**

## **Applies to food stalls:**

- ❖ All produce/food must be locally grown or locally produced. Locally means within Leicestershire and/or surrounding areas up to 30 miles from each market. The nearest local producers will receive preference. Producers outside the Leicestershire and/or 30 mile radius will be considered if they offer the nearest local supply of a specialist produce and there is space available on the market (up to a maximum of 100 miles without compromising quality)
- ❖ Primary Produce – includes meat and meat products, poultry/eggs, fresh fruit and vegetables, honey, plants, fish and dairy produce must have been grown/reared by the stallholder or co-operative.
- ❖ Secondary Processors – includes jams, preserves, juice and cheese etc. Secondary produce must be made using as many locally grown or raised ingredients as possible (minimum of 25%) Receipts for such goods may be required as proof.
- ❖ Secondary Processors – Bakers or producers of products which are difficult to source include baked goods, bread, cakes and olives. This secondary produce must be made using as many locally grown or raised ingredients as possible (minimum 10%). Receipts for such goods may be required as proof.
- ❖ No genetically modified produce, or goods containing genetically modified ingredients may be knowingly sold. The use of ingredients not normally associated with “home produced” goods should not be used. (e.g. Monosodium glutamate, transfats, hydrogenated fats, artificial colourants and sweeteners etc)
- ❖ All producers must comply with current Trading Standards and Environmental Health requirements
- ❖ Producers (COOKING STALLS) must maintain their own Employee, Public and Product Liability Insurance whilst standing on Houghtys Limited
- ❖ Houghtys Limited maintains the right to exclude a producer/stallholder who has
  - i) breached rules and conditions
  - ii) falsified application and verification information
  - iii) whose actions are not in the best interests of Houghtys Limited or whose behaviour is aggressive or considered to be unacceptable by the Management

## **Conditions: Applies to all stall holders**

- Application for places at the craft and food fair must be made in advance to the Co-ordinator, on the approved application.
- Stallholders are required to give the co-ordinator prior notice if they are unable to attend a market. Houghtys Limited would ask stallholders to notify the co-ordinator at least a week before the market to allow time to make necessary arrangements however producers must give a minimum of 48 hours notice if they are unable to attend the fair. Managers must be contacted directly either in person or by telephone and not by email. If notice is not given within the 48 hours prior to the fair, producers may forfeit their payment.
- As a safety precaution, vehicles will not be permitted onto the site between the operating hours, parking for stall holders will be provided behind the event in the paddock field. If you are late you will be required to park off site and carry your goods to the stall. Stalls must not be taken down or packed away between the operating hours of each market without express permission of the market co-ordinator.
- Houghtys limited operates a zero tolerance policy to aggression. Any person acting aggressively to those at the fair or towards anyone working for or on behalf of Houghtys limited will be asked to leave and the police may be called if appropriate.
- Sellers of alcohol are required to arrange their own licences as necessary.
- Smoking is strictly prohibited in the fair area. The co-ordinator will suggest a suitable place away from the fair in which to smoke.
- Stalls should be attractively presented and safely set up. Only good quality and wholesome food and crafts should be sold. Produce should be kept clean and tidy and packaging should be kept to a minimum.
- Stall holders must display clearly the name of the business (or businesses in the case of shared stalls and co-operatives) operating the stall and a price list for each business operating the stall.
- If hot or cold food is being sold then a bin must be provided for customer to dispose of any rubbish
- Please remove all rubbish from your stall area at the end of the event