Terms and Conditions – These vary slightly depending on the venue. Please read the section/s relevant to your application.

1. Monthly Farmers Markets

Food miles
Traders should ideally be based within a 30 mile radius of the farmers market they wish to attend, specifying their full business address when applying. There may be occasions when this radius can be extended but please do not apply if you are well in excess of this distance.
You must be the producer
All primary products sold at our farmers' markets must be reared, grown, shot, butchered, fished, gathered,caught, brewed or foraged by You, the Producer and you must attend the Market. You may not sell items on behalf of, or bought from, anyone else. The term Producer includes you, your family, and employees who are directly involved in production.
Your commitment to the market
We expect all traders to commit to attend most dates that a regular monthly market is running. New traders at the monthly markets need to commit to at least 6 months to maintain a level of continuity for customers and to properly 'test the market' for their products.
We email every trader two weeks before each regular farmers market and at this point we ask you to confirm your attendance and make your payment. We expect you to reply immediately and to make your payment at this point.

BACs are paid to:
Suffolk Market Events Limited,
Bank: HSBC,
Sort Code: 40 18 51
Account no: 01512706

Please email when a payment has been made.

Secondary products
If you are selling a secondary product then you must be directly involved in the production process and we ask that you use local ingredients in as much of the production process as possible. You must include a full list of all products you wish to sell on your application. Please note that we get hundreds of enquiries about many secondary products such as cakes and we may not be able to offer you a position at the current time.
Environmental Health
All food traders must be registered with their local authority and have the relevant certification from their local environmental health officers. They must have a minimum of 4 stars, preferably a 5 stars hygiene rating.

Your stall must be well presented and demonstrating the highest standards of cleanliness.
Please ensure all your equipment is clean and in good working order.
Please make sure you have a copy of your Hygiene certs and PL insurance with you on the day.
All stallholders selling food or drinks must have adequate hand washing facilities on their stall – minimum requirements being a bowl, flask(s) of hot water, soap and paper towels. Sanitizer alone is not sufficient.

Insurance
Suffolk Market Events Limited is not responsible for any loss, theft or damage to your property or stock at any event. All stallholders must carry adequate Public Liability insurance **to a minimum of £5 million** and provide a copy of their PL insurance to Suffolk Market Events Limited at the time of submitting the booking form. Food producers must also provide their certificate of premises inspection from the local authority at the time of booking.

Electricity
You must state if you require electricity on the booking form when making your enquiry as access to power sockets is limited.
You must supply your own socket adaptors and extension cables at all markets where you require power.
All electrical equipment must be in possession of a current PAT certificate which must be sent to Suffolk Market Events Limited.

Safety certification
Traders must have current PAT/Gas Safety certificates in place for operation of any electrical or gas appliances where relevant and all catering traders need to have undertaken a risk assessment for their trading operation.

Attendance and conduct at market
You must arrive in good time to set up and be ready to sell at least 15 minutes before the market opens.
Your gazebo and/or table and all stall equipment must be in excellent condition and we expect all traders to meet high standards of presentation. Your vehicle, if you have one, must be removed from the market space at least 15 minutes before the advertised opening time.

All rubbish must be removed by you.

You and your staff must at all times follow all instructions given to you by the market manager on the day, including (but not only) in relation to matters of safety, waste removal, audits and payment of fees.
Threatening, aggressive, sexualised or racist behaviour towards any manager, producer or shopper at the market, whether physical or verbal, will not be tolerated and you will be stopped from trading with Suffolk Market Events Limited going forwards.

Cancellation policy
Events are subject to cancellation or rescheduling at the discretion of Suffolk Market Events Limited. If a regular monthly farmers market does go ahead with changes made, and you are unable to attend, no refund will be given and Suffolk Market Events Ltd will not be liable for any additional loss or damage resulting from such changes.

If a regular, monthly farmers market is cancelled in its entirety, due to circumstances beyond our control including extreme weather or Covid and Covid related issues, then we shall have no liability

for losses or costs which you may incur due to such cancellation but we will refund 50% of your pitch in the form of credit off your next monthly market booking with us.

You must sign and date your acceptance of these event booking terms and conditions.
Suffolk Market Events Limited reserves the right to cancel bookings deemed not to comply fully with these terms and conditions.

Our right to vary these terms and conditions
We have the right to revise and amend these terms and conditions from time to time to reflect changes in technology, changes in payment methods, changes in relevant laws and regulatory requirements and changes in our system's capabilities.

2. Crafts Markets

Handmade Only
All products sold at our Craft Markets must be handmade by You, the Maker and you must attend the Market. You may not sell items on behalf of, or bought from, anyone else.

Payment
Once we have confirmed your space at a Craft Market, we will ask you to make your payment. BACs are paid to:

Suffolk Market Events Limited,
Bank: HSBC
Sort Code: 40 18 51
Account no: 01512706

Please email when a payment has been made.

Our Craft Markets are held inside however, at some markets, there may be the opportunity for a small number of makers to trade outside using your own commercial standard, 3mx 3m gazebo.
At our Craft Markets we will supply a standard size trestle table and chairs. Please note the stall size is the length of one standard table only.

Insurance
Suffolk Market Events Limited is not responsible for any loss, theft or damage to your property or stock at any event. All stallholders must carry adequate Public Liability insurance **to a minimum of £5 million** and provide a copy of their PL insurance to Suffolk Market Events Limited at the time of submitting the booking form.

Electricity
There is an extra charge for power. You must state if you require electricity on the booking form when making your enquiry as access to power sockets is limited.

CANCELLATION POLICY
If you cancel more than 4 weeks before an event then a refund will be paid (minus a £25 admin fee), *on the condition that Suffolk Market Events is able to find an appropriate replacement producer* to take the pitch. If no suitable replacement producer is available, then no refund will be given.
Cancellation less than 4 weeks before the event: no refund will be given.

Events are subject to cancellation or rescheduling at the discretion of Suffolk Market Events Ltd. We reserve the right at any time and without prior warning to change the venue, date or time of the event. If the event does go ahead with changes made, and you are unable to attend, no refund will be given and Suffolk Market Events will not be liable for any additional loss or damage resulting from such changes.

If the event is cancelled in its entirety, due to circumstances beyond our control including extreme weather and/or Covid, then we shall have no liability for losses or costs which you may incur due to such cancellation but we shall refund 50% of your booking payment.
We may change the terms upon which we make events available from time to time without notice to you and any subsequent booking requests you may make will be subject to those changes.

You must sign and date your acceptance of these event booking terms and conditions.

3. Coggeshall Market at The Barn

This event is open to food and non food/craft stalls.

You must be the producer
If you are selling a food product at this market, then You, the Producer, must attend the Market. The term Producer includes you, your family, and employees who are directly involved in production.
If you are selling a non food, craft item then your products must be handmade by You, the Maker and you must attend the Market. You may not sell items on behalf of, or bought from, anyone else.

Payment
Once we have confirmed your space at this event, we will ask you to make your payment. BACs are paid to:

Suffolk Market Events Limited,
Bank: HSBC
Sort Code: 40 18 51
Account no: 01512706

Please email when a payment has been made.

The event is held both inside the barn and outside in the grounds of the barn. The inside spaces are reserved for craft stalls only with food stalls located outside.

Craft stalls, inside the barn must supply their own table, chairs, display equipment.
Food and drink stalls located outside must trade from your own individual gazebo/Street food vans.

Environmental Health
All food traders must be registered with their local authority and have the relevant certification from their local environmental health officers. They must have a minimum of 4 stars, preferably a 5 stars hygiene rating.
Your stall must be well presented and demonstrating the highest standards of cleanliness.

Insurance
Suffolk Market Events Limited is not responsible for any loss, theft or damage to your property or stock at any event. All stallholders must carry adequate Public Liability insurance **to a minimum of £5**

million and provide a copy of their PL insurance to Suffolk Market Events Limited at the time of submitting the booking form. Food producers must also provide their certificate of premises inspection from the local authority at the time of booking.

Electricity
There is an extra charge for electricity. You must state if you require electricity on the booking form when making your enquiry as access to power sockets is limited.
You must supply your own socket adaptors and extension cables at all markets where you require power.
All electrical equipment must be in possession of a current PAT certificate which must be sent to Suffolk Market Events Limited.

Safety certification
Traders must have current PAT/Gas Safety certificates in place for operation of any electrical or gas appliances where relevant and all catering traders need to have undertaken a risk assessment for their trading operation.

Attendance and conduct at market

You must arrive in good time to set up and be ready to sell at least 15 minutes before the market opens.
Your gazebo and all stall equipment must be in excellent condition and we expect all traders to meet high standards of presentation. Your vehicle, if you have one, must be removed from the market space at least 15 minutes before the advertised opening time.

All rubbish must be removed by you.

You and your staff must at all times follow all instructions given to you by the market manager on the day, including (but not only) in relation to matters of safety, waste removal, audits and payment of fees.
Threatening, aggressive, sexualised or racist behaviour towards any manager, producer or shopper at the market, whether physical or verbal, will not be tolerated and you will be stopped from trading with Suffolk Market Events Limited going forwards.

CANCELLATION POLICY
If you cancel more than 4 weeks before an event then a refund will be paid (minus a £25 admin fee), *on the condition that Suffolk Market Events is able to find an appropriate replacement producer* to take the pitch. If no suitable replacement producer is available, then no refund will be given.
Cancellation less than 4 weeks before the event: no refund will be given.

Events are subject to cancellation or rescheduling at the discretion of Suffolk Market Events Ltd. We reserve the right at any time and without prior warning to change the venue, date or time of the event. If the event does go ahead with changes made, and you are unable to attend, no refund will be given and Suffolk Market Events will not be liable for any additional loss or damage resulting from such changes.

If the event is cancelled in its entirety, due to circumstances beyond our control including extreme weather and/or Covid, then we shall have no liability for losses or costs which you may incur due to such cancellation but we shall refund 50% of your booking payment.

We may change the terms upon which we make events available from time to time without notice to you and any subsequent booking requests you may make will be subject to those changes.

You must sign and date your acceptance of these event booking terms and conditions.

Our right to vary these terms and conditions
We have the right to revise and amend these terms and conditions from time to time to reflect changes in technology, changes in payment methods, changes in relevant laws and regulatory requirements and changes in our system's capabilities.

4. Colchester Evening and Lavenham Craft & Foodie Markets

This event is open to food and non food/craft stalls.

You must be the producer
If you are selling a food product at this market, then You, the Producer, must attend the Market. The term Producer includes you, your family, and employees who are directly involved in production.
If you are selling a non food, craft item then your products must be handmade by You, the Maker and you must attend the Market. You may not sell items on behalf of, or bought from, anyone else.

Payment
Once we have confirmed your space at this event, we will ask you to make your payment. BACs are paid to:

Suffolk Market Events Limited,
Bank: HSBC
Sort Code: 40 18 51
Account no: 01512706

Please email when a payment has been made.

The event is held outside at Colchester and inside/outside at Lavenham Village Hall and all stallholders must supply their own individual gazebo/Street food vans or tables if you allocated an inside space.

Environmental Health
All food traders must be registered with their local authority and have the relevant certification from their local environmental health officers. They must have a minimum of 4 stars, preferably a 5 stars hygiene rating.
Your stall must be well presented and demonstrating the highest standards of cleanliness.

Insurance
Suffolk Market Events Limited is not responsible for any loss, theft or damage to your property or stock at any event. All stallholders must carry adequate Public Liability insurance **to a minimum of £5 million** and provide a copy of their PL insurance to Suffolk Market Events Limited at the time of submitting the booking form. Food producers must also provide their certificate of premises inspection from the local authority at the time of booking.

Electricity

There is an extra charge for electricity. You must state if you require electricity on the booking form when making your enquiry as access to power sockets is limited.
You must supply your own socket adaptors and extension cables at all markets where you require power.
All electrical equipment must be in possession of a current PAT certificate which must be sent to Suffolk Market Events Limited.

Safety certification
Traders must have current PAT/Gas Safety certificates in place for operation of any electrical or gas appliances where relevant and all catering traders need to have undertaken a risk assessment for their trading operation.

Attendance and conduct at market

You must arrive in good time to set up and be ready to sell at least 15 minutes before the market opens.
Your gazebo and all stall equipment must be in excellent condition and we expect all traders to meet high standards of presentation. Your vehicle, if you have one, must be removed from the market space at least 15 minutes before the advertised opening time.

All rubbish must be removed by you.

You and your staff must at all times follow all instructions given to you by the market manager on the day, including (but not only) in relation to matters of safety, waste removal, audits and payment of fees.
Threatening, aggressive, sexualised or racist behaviour towards any manager, producer or shopper at the market, whether physical or verbal, will not be tolerated and you will be stopped from trading with Suffolk Market Events Limited going forwards.

CANCELLATION POLICY
If you cancel more than 4 weeks before an event then a refund will be paid (minus a £25 admin fee), *on the condition that Suffolk Market Events is able to find an appropriate replacement producer* to take the pitch. If no suitable replacement producer is available, then no refund will be given.
Cancellation less than 4 weeks before the event: no refund will be given.

Events are subject to cancellation or rescheduling at the discretion of Suffolk Market Events Ltd. We reserve the right at any time and without prior warning to change the venue, date or time of the event. If the event does go ahead with changes made, and you are unable to attend, no refund will be given and Suffolk Market Events will not be liable for any additional loss or damage resulting from such changes.

If the event is cancelled in its entirety, due to circumstances beyond our control including extreme weather and/or Covid, then we shall have no liability for losses or costs which you may incur due to such cancellation but we shall refund 50% of your booking payment.

We may change the terms upon which we make events available from time to time without notice to you and any subsequent booking requests you may make will be subject to those changes.

You must sign and date your acceptance of these event booking terms and conditions.

Our right to vary these terms and conditions
We have the right to revise and amend these terms and conditions from time to time to reflect changes in technology, changes in payment methods, changes in relevant laws and regulatory requirements and changes in our system's capabilities.

5. Hadleigh Weekly Market

Bookings for this market may be taken in rolling 3 monthly blocks with regular traders emailed before the next booking period to confirm attendance and make payment. If you do not pay for your pitch when asked, we will not be able to confirm your booking. If, for whatever reason, you are unable to attend a market, you must inform us immediately.

Market Payments
Once we have confirmed the markets you are going to attend, payment for all those dates, within the three month block, must be paid in advance. We cannot accept payments on a weekly basis.

If you book seven weeks or more the pitch fee is reduced as per the booking form.
Payments can be accepted via BACS only and are paid to:

Suffolk Market Events Limited,
Bank: HSBC,
Sort Code: 40 18 51
Account no: 01512706

Please email when a payment has been made.
All bookings must be submitted on the relevant booking form.

Electricity
You must state if you require electricity on the booking form when making your enquiry as access to power sockets is limited.
You must supply your own socket adaptors and extension cables at all markets where you require power.
All electrical equipment must be in possession of a current pat certificate which must be sent to Suffolk Market Events Limited.

Attendance and conduct at market

You must arrive in good time to set up and be ready to sell at least 15 minutes before the market opens.
Your gazebo and all stall equipment must be in excellent condition and we expect all traders to meet high standards of presentation. Your vehicle, if you have one, must be removed from the market space at least 15 minutes before the advertised opening time.

All rubbish must be removed by you.

You and your staff must at all times follow all instructions given to you by the market manager on the day, including (but not only) in relation to matters of safety, waste removal, audits and payment of fees.
Threatening, aggressive, sexualised or racist behaviour towards any manager, producer or shopper at the market, whether physical or verbal, will not be tolerated and you will be stopped from trading with Suffolk Market Events Limited going forwards.

Insurance
Suffolk Market Events Limited is not responsible for any loss, theft or damage to your property or stock at any event. All stallholders must carry adequate insurance and provide a copy of their PL insurance to Suffolk Market Events Limited at the time of submitting the booking form. Food producers must also provide their certificate of premises inspection from the local authority at the time of booking.

Cancellation policy
Events are subject to cancellation or rescheduling at the discretion of Suffolk Market Events Limited and/or the organisation responsible for the whole event. If the event does go ahead with changes made, and you are unable to attend, no refund will be given and Suffolk Market Events Ltd will not be liable for any additional loss or damage resulting from such changes.

If a weekly market event is cancelled in its entirety, due to circumstances beyond our control including extreme weather or Covid and Covid related issues, then we shall have no liability for losses or costs which you may incur however your full pitch fee will be rolled over to the next block booking.

You will be asked to sign and date your acceptance of these event booking terms and conditions. Suffolk Market Events Limited reserves the right to cancel bookings deemed not to comply fully with these terms and conditions.

Our right to vary these terms and conditions
We have the right to revise and amend these terms and conditions from time to time to reflect changes in technology, changes in payment methods, changes in relevant laws and regulatory requirements and changes in our system's capabilities.

These events are made available by:
Suffolk Market Events Limited
1 Blind Lane
Hartest
Suffolk, IP29 4DN