



January 24, 2009

## WELCOME TO SHAFTESBURY LOCAL FOOD FESTIVAL 2009

Dear Producer

Turnbulls Delicatessen are responsible for organizing the very successful Saturday Local Producers Market at The Shaftesbury Local Food Festival. The focus of the Saturday Market is **local food for local people**. This has been reinforced by the overwhelmingly positive feedback from last year about the pleasure of meeting and purchasing from unique local suppliers, and we are continuing that theme.

**The Saturday Local Producers Market will be located on Park Walk and takes place on the Saturday 2<sup>nd</sup> May.** Please see [www.shaftesburylocalfoodfestival.co.uk](http://www.shaftesburylocalfoodfestival.co.uk) for a full list of events.

On that Saturday there will be a range of other activities relating to local food alongside the market, including community events on Park Walk and on the High Street. The very popular Schools Café will also be returning to Park Walk as well.

To book a place, please read and complete the attached Supplier information. It is also available on [www.turnbulls.co.uk](http://www.turnbulls.co.uk) click on the [application form](#). If you know of other producers who may be interested, please contact me or simply get them to download the information and send it through.

I hope you will be able to attend, and I or my colleague Jilly Sitch look forward to hearing from you.

Yours sincerely,

Charlie Turnbull  
Turnbulls Delicatessen

# SHAFTESBURY LOCAL FOOD FESTIVAL LOCAL PRODUCERS MARKET, SATURDAY 3<sup>rd</sup> MAY 2008

## TERMS FOR STALL HOLDERS

Date	Saturday 2 <sup>nd</sup> May 2009
Times	10am to 4.30pm
Location	Park Walk, Shaftesbury
Parking	Parking for Stall Holders has been arranged at locations near to Park Walk, and will be allocated on arrival
Tabling and canopies	No tabling or canopies are to be provided. Please bring your own. Dorset Farmers' Markets provide canopies for their members only.
"Rules"	We ask that all Stall Holders stay within the spirit of "Local Food for Local People". The Festival is not subject to Farmers' Markets rules. For further information, or if you have any queries, please address them to Charlie Turnbull at Turnbolls Deli.
Sharing tables	We are very happy for producers to share tables or to sell other peoples produce, subject to: <ul style="list-style-type: none"> <li>• Goods are being sold at the Festival with the permission of the producer (this is to avoid doubling up of the same produce on different stalls)</li> <li>• The food is local to the region</li> <li>• A single payment for the table is made to the Festival</li> <li>• The attached forms must be filled out by the organisation or Stall Holder managing the stall on the day</li> </ul>
Insurance	All Stall Holders are required to be insured. Please fill in and sign the attached forms for confirmation
Electricity	There will be generators on site. Please inform us if you need electricity. We can not guarantee a supply if we are not given notice before the 1 <sup>st</sup> May. A charge or contribution will be requested.
Charge for tables	Up to 6ft table                      £25 Up to 12ft table                      £50 Up to 18ft length                      £75 DFM members should apply through Matt Lewis of DFM
Payment	Payment must be made prior to setting up on the Saturday, or the stall will not be allowed. Cheques should be made to Turnbull & Turnbull Ltd: please send it with your application form to the below address.
Contact	Charlie Turnbull, Turnbolls Delicatessen 9 High Street, Shaftesbury, Dorset SP7 8HZ t: 01747 858 575                      f: 01747 858 576 e: <a href="mailto:shaftesbury@turnbulls.co.uk">shaftesbury@turnbulls.co.uk</a>
Further notes:	<ol style="list-style-type: none"> <li>1. The Shaftesbury Local Food Festival reserves the right to refuse entry to any member of the public, producers or Stall Holders</li> <li>2. All documentation and payments must be complete before a stall can be set up</li> <li>3. No responsibility can be taken by the Turnbolls or Swans Trust for damage or loss arising on the day</li> </ol>

# SHAFTESBURY LOCAL FOOD FESTIVAL LOCAL PRODUCERS MARKET, SATURDAY 2nd MAY 2009

**Saturday 2nd May 2009:**

## Local Producers Market Registration Form

Stall Holder (Company/Organisation/individual)	
Contact name	
Address	
Telephone and/or mobile	
Fax	
Email	
Size of stall requested	<p style="text-align: center;">Up to 6ft      (£25)</p> <p style="text-align: center;">Up to 12 ft    (£50)</p> <p style="text-align: center;">Up to 18ft    (£75)</p> <p style="text-align: center;">Please send a cheque with this form</p>
Do you need access to a generator?	YES            /            NO

Please summarise your main product types:

**SHAFTESBURY LOCAL FOOD FESTIVAL  
LOCAL PRODUCERS MARKET, SATURDAY 2nd MAY 2009**

**INSURANCE INFORMATION & RISK ASSESSMENT CONFIRMATION FORM  
TO BE COMPLETED BY ALL STALL HOLDERS**

<b>DETAILS OF PUBLIC LIABILITY INSURANCE</b>	
Name of Policy Holder	Policy Number
Insurance Company	Value of Policy
Date of Expiry	
<p>I hereby confirm that the details of the Insurance Cover are correct and that the cover provided by this policy includes our activities at the Shaftesbury Local Food Festival</p> <p>Signature <span style="float: right;">Date</span></p>	

<b>RISK ASSESSMENT</b>
<b>Confirmation that a risk assessment for the event has been carried out</b>
Company/Organization/Individual's Name
Name & Signature of Assessor
Date
Name of person responsible for your stall on Saturday 2nd May 2009
Mobile Phone number of contact for the stall on Saturday 2nd May 2009