

The Heathfield & District Agricultural Show Society

FARMERS' MARKET ORGANISER

Purpose of Role

To manage the Farmers' Market section of the Heathfield Show

Summary of Role

To ensure the Heathfield Show has a good representation of Farmers' Market stands that are both a source of income to the Show and also of interest to the visitors. As a member of a well established team, you must be able to communicate with the rest of the team.

Reports to

Ground Chairman and Show Secretary

Duties

- Prepare trade stand pack ready for distribution in early February
- Process applications
- Allocate sites
- Prepare invoices and receipts and be responsible for chasing payments where necessary. Prepare detailed maps of the site
- Co-ordinate the marking up of the Farmers' Market area and numbering of stands.
- Assist during the setting up period
- Attend Ground meetings and report on ongoing process and deal with any matters arising (4 evening meetings a year)
- To liaise regularly with the Show Secretary to ensure that all timelines are met and any potential issues are highlighted.

Farmers' Market Liaison

- Maintain database of trade stand emails and addresses (in line with the Privacy Policy of the Show Society) in order to email and invite to take part at show again
- Preparation of Farmers' Market application packs including:
 - i. Application forms
 - ii. Regulations
 - iii. Health & Safety information
 - iv. Public Liability insurance information
 - v. Site options
 - vi. Prices
 - vii. Ticket requirements
 - viii. Plan
 - ix. Electricity request

- Mail trade stand packs to previous Farmers Market participants.
- Actively seek possible new Farmers' Market
- Order necessary stationery etc. from Show Secretary
- Deal with queries
- Process Farmers' Market applications
- Once Farmers' Market application pack has been distributed monitor emails and telephone messages on a regular basis (until Show day) to ensure all queries are dealt with in a timely manner.
- Chase up missing information
- Allocate stand numbers
- Prepare programme information ready for the printers and send to Show Secretary
- Ensure the website has all the up to date information regarding traders
- Proof read programme
- Send out show information to exhibitors including vehicle labels and entry tickets.
- Help on Show day to allocate traders to their stands

Pre-Show Two Weeks

- Attend Mark Out Saturday two weeks prior to Show day.
- Supervise the laying out of the Farmers' Market stands on Saturday week before Show
- Mark up every stand with traders name.

Show Day

- Be based on the Show ground all day.
- Provide support as necessary
- Visit every Farmers Market stand delivering a free Show programme and ensuring all in order

Post Show Wrap up

- Attend clear-up Sunday after show day
- Send thank you letters to stewards and other volunteers who have helped
- Return all spare tickets, meal vouchers, car passes to Show Secretary
- Attend Show 'wash up' to make final report on income generated and other relevant factors

Show Records

- Ensure all correspondence is available on file for nominated show personnel to access.

Remuneration

In 2018 the Farmers Market organiser received around £300. Miscellaneous expenses are covered such as stationery. The ideal candidate will be self employed.