

Ochil Craft Association - Shop Sales Conditions

Members have to apply for space to sell goods in the shop by completing an application form, as well as having their work approved by the committee.

Please be aware that we do not want large amounts of one style, or one particular craft on display at any one time, to this end a waiting list for applicants is in use, you will be informed if this is the case with your application.

Application Criteria

All work must be hand crafted by you.

All items must conform to the legislation for your particular craft, and all goods must be free of any copyright/trademark components. Page two contains guidance and a summary of some relevant regulations, along with the local Trading Standards phone number.

Craft items will be assessed for, level of skill, design and quality of components used in their construction or production.

Successful Application

If your application is successful all goods must be presented in good condition suitable for display.

You, the crafter, are responsible for your own display. It must be kept up to date and tidy and all items must be clearly priced and include your Identification Crafter Number and the month you placed it in the shop. You can change your stock as often as you wish but you must visit and change your stock at least once every four months.

A stock sheet of items must be provided and kept up to date; this stock sheet will be kept within the shop for Committee reference and sale information. You are responsible for keeping this up to date.

It is your approved work that has a place in the shop, not you. Therefore, if you wish to bring in new or different work at any time it must first be submitted for Committee approval.

You, the crafter, will be responsible for ensuring your work for damage/theft while it is on display or storage. All your goods will be on display at your own risk.

All orders taken in the shop as well as all sales are subject to a commission rate of 25%. If you volunteer to work in the shop this percentage is reduced. One full day's work per calendar month - 20% commission, Two days – 15%, three or more days – 10% and four or more days – 5%. You will be paid by bank transfer each month for items sold.

The shop committee retain the right to inspect all shop stock at any time. Anything considered to be out with the above criteria, or considered a copy of another crafter's work will be removed from sale. The reason for removal will be discussed with the crafter, and with the full Committee. If at any time your membership lapses, your goods will be removed from display.

The decisions of the full Committee of Ochil Craft Association shall be final.

All unsuccessful applicants will get feedback from the full Committee on the reasons for the application being refused. Help will be given should you wish to resubmit the items at the next full Committee meeting.

Guidance and Legislation

All goods displayed for sale must have the price and the Crafter's Identification Number and the month that the item was placed in the shop clearly marked. The name and contact details of the crafter must be available in the event of a complaint. Goods must be 'fit for purpose'.

- All items must be free from **copyright** and **trademark** components unless written permission is obtained.
- **Toy sellers** must comply with the current regulations/legislation. This also applies to any goods which are not necessarily sold as toys but which are child appealing, e.g. decorations, keyrings, cushions etc.
- **Textiles, clothing and knitted items** must be labelled with the fabric content and percentages. Washing instructions are recommended.
- **Toiletries/soaps** must have a CPSR (Cosmetic Product Safety Report) unless made using the British melt and pour method.
- **Candles, wax melts, reed diffusers etc.** must be CLP (Classification, Labelling and Packaging) compliant. Decorated candles must have the wicks removed.
- Labels for **toiletries and candles etc.** must include the full ingredients list, batch number, use by date and name, address and phone number for the Crafter (manufacturer).
- **Jewellery** must not contain nickel, lead or cadmium components which do not comply with the current regulations.
- **Knives and sharps** must be kept out of the reach of children and not sold to restricted age groups.
- Included **food items** must be sealed, include full ingredients list, allergy information and use by dates.
- We recommend that food safe finishes be used on **wooden items** designed for food use.
- Trading Standards recommends that all crafters keep sufficient **records** to ensure that the components of all their goods can be traced back to the manufacturer in case of any problems.

The references to regulations and legislation above are intended purely to give Crafters an idea of some of the rules that may be relevant to them. It is not a complete list and accuracy is not guaranteed. Please contact your local Trading Standards Officer (01324 504950) for further and more specialised help and advice and to verify that you are conforming to all the regulations associated with your craft.