Great Get Together Festival and Armed Forces Day event 2016

BUSINESS ADVICE

PRICING

The goods sold on your stall need to have a written price indication. Prices should be clear, easy to read and include VAT and any additional taxes. This will help customers make a decision whether to buy the goods or not. They should be displayed close to the goods and can be shown:

- on goods themselves;
- on a ticket or notice near to the goods; or
- grouped together with other prices on a list or catalogue(s) close to the goods.

BUSINESS NAMES

If you are a sole trader or partnership using a business name that is not your own name, you must display the following information on a sign on the stall and on all other business documentation including receipts and invoices:

- your and, if relevant, your partners’ names; and
- a UK business address where documents relating to the business can be delivered

SELLING SAFE PRODUCTS

It is important that all goods you sell are safe. An unsafe product may cause damage or injury and you may face a claim for compensation. Some products, such as electrical items and toys have to meet specific legal requirements, the remainder are caught by the General Product Safety Regulations 1995, which requires all goods to be “safe” taking into account their normal use.

The law says that a product is safe if it presents no risk or minimal risk to consumers under normal or reasonably foreseeable conditions of use. When deciding whether an item is safe, a number of things will be taken into account, including, the type of product, the people who will use the product (particularly children), instructions for use and any warnings provided.

If you sell goods made by someone else, you can make sure they are safe by looking to see if they are marked with a mark and contact details of the manufacturer/supplier. If you buy separate parts and put them together yourself, for example an electrical item which you fit a new plug to, or alter it in any way, then you are deemed to be the manufacturer and responsible for the safety of the goods.
You would then need to put together a technical file for the goods including test reports to show the goods have been tested and are safe.

Second hand goods are not bound by the same standards as new goods and do not need to be CE marked. However, you must still carry out checks to ensure that second hand goods are safe.

**TOYS**

Toys are products designed or intended (whether or not exclusively) for use in play by children under 14 years old. Some items which may appear to be categorised as toys are exempt from the regulations. For example; Christmas decorations, scale models and collectable dolls.

You must ensure that toys you sell are labeled correctly. Where the size or nature of the toy precludes the information from being marked on the toy, it can be placed on the toy’s packaging; or in a document accompanying the toy. This should include; (1) a CE mark (it should be at least 5mm high and in the following format), (2) Age, warnings & instructions (where appropriate), (3) the manufacturers name, registered trade name or registered trade mark and address, and (4) a type, batch, serial or model number or other information enabling the toy to be identified.

Toys are covered by specific regulations. Please contact us for further advice on this.

**COPIED AND COUNTERFEIT GOODS**

If you sell products that bear a trademark or are subject to copyright, you need to ensure that you are dealing with genuine goods. You should only purchase official merchandise from authorised suppliers and always examine any goods you receive to check the quality of the product and the packaging. Don’t buy goods if they seem too cheap or are described as seconds or rejects.

If you are thinking of using a name, image or logo on any goods you make you should first check with the Intellectual Property Office (IPO) if this is already a registered. For example, buying plain tshirts and sewing on beads to make the Hello Kitty shape is illegal without the brand holders express permission. The IPO holds a register of all UK trademarks and copyright which can be found at [www.ipo.gov.uk](http://www.ipo.gov.uk).

*It is against the law to sell fake and copied goods and any that are found on sale may be removed by Trading Standards.*

**WEIGHTS & MEASURES**

Products sold by weight (kilograms), volume (litres) or length (metres) must be advertised and sold in metric quantities. You can mark goods with the imperial indication, for example, price per Pounds (p/lb) for fruit or price per square yard...
(p/sq yd) for fabric, but this can only be a supplementary indication. This means that the metric marking must be the more prominent of the two.

Suitable ‘trade’ equipment should be used for the sale of such goods. Please contact us for further advice on what is required.

**COSMETIC LABELLING**

Cosmetics are anything you put on your skin, for example soap and hand cream. They must have the below information marked clearly on the packaging or labelling in the language of the country where it is sold. If not possible to label the goods themselves, for example they are too small, the information can be on a leaflet, label, tag, enclosed with or attached to the goods.

**Name and address** - a European contact address

**Durability** - if shelf life is 30 months or less, it must have a “best-before” date. If shelf life is 30 months or more it must also have the symbol below with an indication of how long after opening it can be used without harming consumers:

![Symbol](image)

**Batch code** - manufacturers’ batch number

**Ingredients** - must be written with their International Nomenclature of Cosmetic Ingredients (INCI) name, not their Common Name, for example Lavender Essential Oil and Cocoa Butter should be written as Lavandula Angustifolia and Theobroma Cacao. If there is no INCI name, you can use its chemical name.

**In 2013 the law governing cosmetics was changed dramatically placing more responsibility on manufactures of these products. If you are intending to make and sell any cosmetics please contact us for further information.**

**TEXTILE MARKING**

Any goods you sell that are made of textiles need to be labelled on the actual garment or packaging, with what they are made of. The labelling must be clear, easy to read and in the same size lettering, for example:

- **Cotton 90%**
- **Cotton 85 Percent minimum**
- **Wool 10%**
This advice is merely a summary of the legislation, compiled in the light of current available information, and may be subject to change. As always we must advise that only the courts can give an authoritative opinion on statute law.

**Further guidance can be obtained by contacting our Business Advice Line on 020 8921 8223.**

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This information can be provided in alternative formats such as large print, Braille or on an audio cassette on request.