



TRADER TERMS AND CONDITIONS

- ❖ Submitting an application does not guarantee you a pitch, we allocate pitches according to quality. We will notify you by email if you are successful in securing a pitch.
- ❖ The Market Team manage all trading and you may not trade without their permission.
- ❖ Newbury Artisan Market takes place in Newbury Town Centre. Pitch locations cannot be agreed at time of booking. Pitches may be located on any of the following streets-Bridge Street, Northbrook Street, Mansion House Street, Market Place or Bartholomew st and will clearly be shown on pitch plans.
- ❖ Pitch plans will be made and distributed 7 days before a market.
- ❖ Traders must have and carry with them valid public, and if relevant, product and employers liability insurance while trading at the market.
- ❖ Traders must be ready to trade by 9.45am on market days and remain until the end of the market at 4pm, unless agreed in advance with the market team.
- ❖ We reserve the right to use photos taken at the market and photos sent for social media promotion for our own promotion/social media/ press releases/ website and other marketing activities.
- ❖ You are only permitted to sell what you have stated on your application. Any changes must first be cleared with the Market Team in advance.
- ❖ Your marquee/gazebo MUST have appropriate weights on, no matter what the weather forecast.
- ❖ Any food, goods or services offered for sale to the public must be legal. e.g. you may not sell pirated copyrighted materials, age controlled items, knives or other potential weapons.
- ❖ Traders may bring vehicles on site at the Market Team's discretion, to unload and load ONLY. There will be no waiting allowed during set-up and take-down.
- ❖ Vehicles will not be allowed to remain on site without written permission.
- ❖ You are responsible for removing any waste your stall/activity produce. Any rubbish left on site may result in removal charges,

CANCELLATIONS

- ❖ We'll be here and have costs and overheads every market come rain or shine so there will be no refunds for bad weather unless we cancel the event.
- ❖ Unfortunately we are unable to offer traders refunds once a pitch is confirmed due to our admin costs remaining the same.

PAYMENT

- ❖ All Traders must pay in advance to confirm their booking.
- ❖ Payment must be by BACS or paypal 7 days before the market you are due to be attending, payment details are on your invoice. We do not accept payment by cash or cheque.
- ❖ If payments are not made 7 days before the event then your pitch may be allocated to another trader.

FOOD/ DRINK TRADERS

- ❖ Food producers must have appropriate food hygiene certificates, be registered with the local authority, adhere to the appropriate regulations and provide documentary evidence of food hygiene training or adequate supervision for anyone handling food
- ❖ Alcohol producers/sellers must send copies of their own traders personal licence, Prove it 21 documentation and training records for the prior. If you cannot provide this then you will not be covered under our license and will need to apply for a TEN.
- ❖ Products must be compliant with Trading Standards, be clearly priced and weights shown for pre-weighed items. Ingredients must be listed when made up of more than one item.
- ❖ All catering equipment will be clean, in good condition and free from defects.
- ❖ You will provide documentary evidence for any equipment that requires a certificate of safety inspection – this may be formal certification signed by a competent person or a Portable Appliance Test (PAT) sticker as appropriate, gas safety certification etc.
- ❖ There is no electricity provided on site. Generators may be used, but they need to be silent generators.
- ❖ All electrical equipment for use out of doors will be protected by an RCD device and have appropriate weatherproof connections.
- ❖ All gas equipment will have been tested for safety by a competent person within the last year and have a certificate of testing. Please note that all gas connections must be crimped, screw-on (Jubilee) clips connectors are not permitted.
- ❖ Gas must be located in a safe position and spare supplies must be stored safely – in a gas safety cage with suitable signage if necessary.
- ❖ No deep-fat fryers will be allowed without explicit agreement. This will involve confirmation that the deep-fat equipment is safely installed and will be safely operated by trained personnel. Domestic equipment is unlikely to be acceptable.
- ❖ Any gas cooking equipment will be sited so as not to be accessible to the public and barriered to prevent unauthorised access. You will provide suitable barriers (details of barriers to be agreed in advance).
- ❖ All traders using power or gas must provide suitable fire fighting equipment e.g. carbon dioxide, foam or wet chemical fire extinguishers for all and fire blankets to smother pan fires for caterers.
- ❖ You will provide a first aid kit appropriate for the number of people on the stall.
- ❖ You will provide dedicated hand washing facilities with towels that are not to be used for washing up or other purposes. (A separate bowl with soap and towels will usually be sufficient). You should bring a supply of water and have a spare supply.
- ❖ No fats or oils are to be disposed of on site. Traders must make provision for removal of used fats and oils from their pitch area at the end of the day.
- ❖ Traders must provide litter bins and clear up any waste generated by their pitch after the event