



Biddulph Artisan Market – Terms and Conditions

1) Definitions

Stallholder refers to a trader who has booked a pitch at Biddulph Artisan Market. Organiser refers to Biddulph Artisan Market Focus Group.

2) Booking

By booking a stall at the Market, you are automatically agreeing to the following Terms and Conditions.

3) Allocation of Pitch

The Organiser is solely responsible for the allocation of pitch sites and has final decision in all disputes. The Organiser also reserves the right to change, update and amend the Terms & Conditions.

4) Payment

Payment must be made to the Organiser at the time of booking. Unfortunately it is not possible to turn up on the day without pre-booking and paying in advance. In the circumstances that you do not attend, and we cannot reallocate your stall, payment will not be refunded. If in the case of very bad weather and we deem it unsafe to run the market, we will contact you to let you know as soon as possible. In this case, monies will be refunded. In the case of bad weather, please check your email or phone for messages.

5) Market priorities

Our priority is to achieve a well balanced, attractive market with monthly variety. Stalls are allocated entirely at the market organisers' discretion.

Please do not assume that a monthly pitch is automatically yours.

6) Arrival/Set up

Arrival & set up is from 7.30 am

7) Parking

Unloading and loading is permitted in the lay-by outside the town hall, but vehicles must be moved to the main car park as soon as this is completed, to keep the High Street clear.

8) Trading times

Trading times of the market are:

April to December: 9am – 4pm, the first Friday of the month.

We ask that even if you sell out, you remain at the market until closing time as it affects the look of the market overall and empty stalls are discourteous to late visitors. Treat it as an opportunity to promote your produce and your business through leaflets and chatting to customers: pictures and information about production will help generate interest as well as “telling the story”. You are welcome to have more than one stallholder at your stall so you can take a break.

Every producer contributes to the overall look, atmosphere and therefore success of the market.

9) Traders information

a) Producers should display trading names clearly on their stalls, together with contact address and phone number. These details should be made available to all members of the public to enable them to make contact with producers between the Markets.

b) Stallholders agree that their company name, logo or photograph may be used by the organisers for promotional purposes.

c) Producers should bring their own generators (low noise), chillers or refrigerators as required – and will be required to hold current PAT test certificates.

d) The stall will be provided for you unless other arrangements are made with the organisers. The size of the stall as follows: single stall – 8 feet length by 4 feet deep. Double stall is 16 feet length by 4 feet deep. There

are a limited number of larger stalls (10 ft x 4 ft) gazebos (8 ft sq & 9 ft sq).

e) Tables and canopies are provided with the stall; you are expected to provide your own side protectors for the stall, if required.

f) The Organiser cannot be held responsible for any thefts or items stolen. Stallholders are responsible for their own security on stalls, especially during setting up/packing away.

10) Food Sellers

All produce sold should be grown, reared, caught, or made by the Producer. The Producer, or someone appointed by the Producer(s) who is knowledgeable about the growing/rearing/making the product, may sell the produce. No bought-in produce simply for re-sale will be permitted.

Only top quality produce should be offered for sale at the market, you will be requested to remove sub-standard items.

The Stallholder is responsible for compliance with all relevant food hygiene and food safety regulations and legislation and confirms this with the Organiser.

11) Selling Alcohol

If you are a trader selling alcohol you must comply with the Licensing Act.

12) Smoking

There is strictly NO SMOKING at the stalls. If you wish to smoke, please do it away from the market and ensure your hands are clean when you return. If you cannot comply with this we will not be able to offer you a stall.

13) Insurance

All stallholders must be in possession of Public Liability Insurance of at least £5,000,000. This must be in place at the time of your first booking at Biddulph Artisan Market and a copy held by you at all subsequent markets. You will indemnify us against all claims, proceedings, expenses, or liability whatsoever arising as a result of any breach of the terms applied in these conditions or applied by law. One way to get insurance is by joining the

National Market Traders Federation, which gives automatic Public Liability Insurance at a reasonable rate: http://www.nmtf.co.uk/index.php?id_cpg=6

14) Risk Assessment

Stallholders should carry out a risk assessment on arrival. This is not a complex task, but the importance cannot be overstated.

Please ensure that your stall and the area surrounding your stall are free from any clutter that may cause trips or falls.

15) Trading Standards

Produce weighing, labelling and signage must comply with Trading Standards legislation.

16) Rubbish

Stallholders are fully responsible for keeping and leaving the area around their stall clean and tidy. At the end of the day, stallholders are responsible for ensuring that all refuse is bagged up and removed from the market, or they may be refused a stall at future markets.

17) Environmental Considerations

Biddulph Artisan Market urges stallholders to use recyclable or biodegradable packaging wherever possible. You may find the following site helpful. <http://www.recycle-more.co.uk/>

18) Contacts

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- ◆ Kate Thacker ~ Town Council contact: 01782 297845
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