



Guidance, Terms and Conditions 2017

Definitions

'Stallholder' refers to a trader who has booked a pitch at Biddulph Artisan Market. 'Organiser' refers to Biddulph Town Council.

Booking

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

1) 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.

2) Payment

Payment must be made to the Organiser at the time of booking. Unfortunately it is not possible to arrive on the day without pre-booking and paying in advance. If you are unable to 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.

3) Market priorities

Our priority is to achieve a well-balanced, attractive market with monthly variety. Stalls are allocated entirely at the Organisers' discretion. Please do not assume that a monthly pitch is automatically yours.

4) Arrival/Set up

Arrival and set up is from 7.30 am

5) Parking

Unloading and loading is permitted in the lay-by outside the town hall, but vehicles must be moved to the main car park on Wharf Road as soon as this is completed, to keep the High Street clear. There is a small charge for the use of this carpark, at a 'pay and display' machine.

6) Trading times

Trading times of the market are April to December, 9am – 3pm, the first Friday of the month.

We ask that even if you sell all your merchandise, you remain at the market until closing time as it affects the look of the market overall and empty stalls are discouraging for 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.



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire Moorlands ST8 6AR

Please reply to the Chief Officer
Tel: 01782 297845 Fax: 01782 297846
e: biddulph@staffordshire.gov.uk www.biddulph.co.uk



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7) 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. Food outlets will be required to display a current Food Hygiene Rating Scheme Certificated (or equivalent from the Local Authority with whom they are registered), and appropriate fire extinguishers. Please note that you may be subject to a spot check on the day. The operation of any food business/stall must comply with the Food Hygiene England Regulations 2013 and the Health & Safety at Work Act 1974. In addition please indicate which local authority you are registered with. This is only applicable to food sold for consumption on the day. Please note stalls offering high risk foods, e.g. burgers/meat products, sandwiches, etc. must have appropriate hand wash and sanitising facilities in place.
- 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) All traders wishing to work at Biddulph Artisan Market must be eligible to work in the United Kingdom. Traders must provide the appropriate supporting evidence, upon request.
- f) The market is covered by the Council's Public liability cover; this covers the organisation and running of the market, including any claims made against the Council in connection with the event. It is recommended that stallholders have their own insurance as their exposure to claims in terms of public and products liability is greater. If they don't have insurance they may need to pay these claims out of their own pocket. The Council will request information about Public Liability Insurance cover at the point of receiving a booking form.
- g) The stallholder should undertake a full risk assessment, and this should be available to the Council on request.
- h) At the end of the event, stallholders are responsible for leaving the area around their stall clean and tidy.



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