



# Guidance, Terms and Conditions 2021

## 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

Following Covid 19 guidance the preferred payment method is BACS. If this is a problem, please speak to the officers. BTC offer a variety of offers to regular attendees and new starters the officer will be in touch about this directly.

### 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/

Arrival and set up is from 7.45am. If you choose to arrive before hand and the stalls have not been set up, you will not be allowed entry to the street. Your patience is appreciated at this busy time of the day.

### 5) Parking

Please arrive via Wharf Road (at the side of Sainsburys) turn left on to the market and park on the right-hand side of the road as directed. We ask you to pull on the kerb side of the road not in the centre. Unload your stock / pitch set up. Staff will be on hand to direct you to your pitch or stall. Traders can then get back into their vehicle and go to Wharf Road car park. There will be no availability to pull up in the centre of the market. No through traffic will be allowed. You must not set up your stall whilst your vehicle is still on the street. 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.

We discourage traders from leaving early unless you speak to the market manager first.

Traders who leave early without permission will not be invited back.





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Should you sell out of merchandise please 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”.

Traders that leave early with permission are asked to leave a display of information on the empty stall so as not take away from the overall look of the market. Biddulph Town Council will collect these belongings up at the end of the day and return them to you at the next market.

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.

**Abusive behaviour and language will not be tolerated Biddulph Artisan Market prides itself on its small and friendly market – our hope is that you can be a part of this.**

### 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) Generators are discouraged at the Biddulph Market and we have one electrical hook up point. 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 and gazebos

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





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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.

I) Biddulph Town Council does not condone the sale of what it considers to be racist, offensive and/or inappropriate items at our Artisan Market including fur. The market manager has final say on what can and can't be on sale on the day of trading.

J) Biddulph Artisan Market is here to complement the High Street and offer variety to its residents and visitors. As such we operate a loose licensing structure taking into consideration what is sold on the High Street and what is sold on the market. We won't flood the market with lots of repetition but will work with traders to offer variety and for you to make the most of your time here.

K) Additional Covid information will be sent separately as information evolves.

