

STALL HOLDER INFORMATION AND TERMS & CONDITIONS

LOCATION & CONTEXT

Located in Portgower Place in the heart of Stockbridge Edinburgh, the Stockbridge Sunday market has now been going for five months and is gradually building in to a thriving independent market.

The Stockbridge Sunday Markets run for 36 weeks of the year. The markets will be running until 20 December 2009 and will be starting again in March 2010

As the organiser, Naked Events are now inviting applications from stall holders to sell organic, home-grown and farmer's food produce, plants and flowers, interesting crafts and applied arts, cool collectibles, and bric-a-brac – a mixture of all the good things in life. We want to be as selective as possible to create a diverse and dynamic market place whilst striving for quality and authenticity.

The Stockbridge Sunday Market provide tabletop stalls. The markets operate from 10am till 4pm.

Application process

If you are interested in becoming a stallholder at the Stockbridge Sunday Market, please read the following terms and conditions and complete the document titled **Stockbridge Sunday Market Stall Holder Application Form** , available to download at www.stockbridgemarket.com or request by email stockbridgesundaymarket@gmail.com.

Please note: there is a strict selection policy of quality. Whatever you sell, our decision of your location will be decided on an individual basis. If you meet the strict selection criteria, this does not automatically enable you to attend the market as every application is dealt with individually. If we feel there is enough of a particular product, we will add any application to a waiting list.

TERMS AND CONDITIONS

AGREEMENT OF HIRE

The cost will be £50 per pitch if you book one market at a time or £40 per pitch if you book 3 or more markets. Full payment for all markets MUST be received on the first market you attend.

CANCELLATION CONDITION

Cancellation by the stallholder must be confirmed in writing before midday on the Monday before the market. Full payment will be required for cancellation after this date. Special circumstances may be considered.

If the Market Operator, in this case Naked Events, cancel a market due to reasons beyond their control, e.g. adverse weather, Naked Events will undertake to refund the stall fee only but will not be liable for any further charge beyond this amount. Naked Events will undertake to contact stall holders by the swiftest means.

DISMISSAL

The Market Operator, in this case Naked Events, reserves the right to dismiss any stallholder they may choose with a minimum of two weeks.

TRADING TIMES

Trading times will be from 10am until 4pm each Market day.

EXHIBITION SPACE

The venue can contain upto a maximum of 30 near identical stands. The dimensions of the stands are 4ft deep by 8ft wide with an integral tabletop. You may also arrange to bring your own stand if you prefer. You must contact us in advance if you wish to do this.

Your pitch may not be resold without express written permission from the Market Operator, in this case, Naked Events.

TRADE STAND COVER

The trade stand cover is covered overhead with open sides all round. The integral tabletop will require covering. All stallholders must supply their own tabletop cover.

FOOD HYGIENE CERTIFICATE

If selling food, we require the principal stallholder to have obtained and produce a REHIS Elementary Food Hygiene Certificate, (copy required with application).

PRODUCE ON STALLS

The Environmental Health Officer has stressed that NO PRODUCE is laid directly on the ground.

MANNING OF STALLS

Stalls must be manned at all times.

If a company reaches a 'SOLD OUT' position, notification must be left on the stall stating that they are 'SOLD OUT' along with the time that status was reached.

Stallholders should not leave before 3.30pm unless they have asked Naked Events' designated on site Market Manager.

ELECTRICITY

For those stalls requiring electricity, the following plugs must be used.

240 volts, 16 amps, Blue coded
British Standard 4343
CEA rated plugs (European Standard)

Stallholders must have current PAT electrical stickers on all electrical equipment, (copy required with application).

Generators are permitted.

CASH REGISTERS AND WEIGHING MACHINES

No power supply will be available for cash registers or weighing machines. We therefore ask that you make alternative arrangements.

WATER AND HANDWASHING FACILITIES

There are no handwashing facilities provided. If you are handling food, you must provide hand washing facilities.

LABELLING OF PRODUCTS

All food sold loose only has to be labeled with the name of the food. All other foods sold which are pre-packed at premises other than the final seller will require to be labeled with:

- a. Name of the food
- b. List of ingredients
- c. An appropriate 'use by' or 'best before' declaration
- d. Any special storage conditions or conditions of use
- e. Name of manufacturer or packer

Reference can be made to the Food & Safety Act 1990 – Conditions for Food Vendors at Markets.

FOOD TASTINGS

Any stallholder wishing to do tastings should notify the Market Operator, in this case Naked Events, in writing.

If you are using a gas appliance then it must have a valid gas safety certificate (copy required with application).

CARRIER BAGS

Stallholders should ensure that they provide carrier bags, which are preferably biodegradable.

LIQUOR LICENCE

Anyone selling alcohol is responsible for arranging their own liquor licence with The City of Edinburgh Council.

TRADING STANDARDS

Weights and measure requirements should be adhered to.

CODE OF DRESS

It is recommended that stallholders selling food should wear white aprons.

SECURITY

We strongly recommend that you obtain a money belt or have your money in zipped pockets in order to keep your money safe.

INSURANCE

It is a requirement for all stallholders to possess their own current and appropriate public and product liability insurance, (copy of summary required with payment). It is also advisable to carry adequate insurance to cover your equipment (chillers, display cases etc) and stock/ produce as we will not accept any responsibility for damage occurring while on site.

FIRST AID

Stallholders should provide a first aid box with a supply of coloured waterproof dressings.

SMOKING

While manning the stalls, a 'No Smoking' policy must be strictly adhered to.

SETTING UP

Access to the Market will be from 9am on market days. Stallholders should unload as quickly as possible to avoid congestion. Vehicles should then be moved to the appointed car parking area.

ALL vehicles must be removed from the trading area by 10am. We suggest you arrive no later than 9.15am to set up.

FURNISHINGS

Please bring your own stall name, furnishings, decoration, seating and all requirements to display your own produce.

REFUSE RESPONSIBILITIES

At the end of the day, stallholders will be responsible for ensuring that all refuse is bagged up. Stall holders are also responsible for keeping and leaving the area around their stall clean and tidy.

These terms and conditions are governed by the laws of Scotland.