

GREENHILL LIBRARY FARMERS/ARTISAN MARKET - SUNDAY 25th November 2018, 11am - 3pm

Traders Application Form

Before completing this form, please read the terms and conditions below carefully.

Contact Name

Company/ Organisation Trading name

Address

..... Postcode

Telephone No..... email

Outdoor stalls are required to have a copy of their public and product liability Insurance on the day and food traders are required to also bring their hygiene certificate (Level II minimum)

Please provide a detailed list of goods/products you intend to sell at the market. Please be specific as you will only be permitted to sell items listed and failure to do so may result in you being asked to remove any items for sale that conflict with another stall.

Please indicate if you would like an indoor (£22) or outdoor pitch (£27) 100% of this goes to library funds and helps to secure the future of Greenhill library.

Please send your payment with your application. This does not guarantee your acceptance at the market - you will be notified at least 4 weeks before. We have limited space and we endeavour not to duplicate products. **(Cheques payable to "Friends of Greenhill Library")**

Outdoor spaces will be 3 x 3 mtr. Most outdoor stalls are on hard standing and you will need appropriate **weights** and suitable market stall or **Commercial gazebo**. **(Strictly NO garden Gazebo's *)** There is **NO** power provision for any stalls except by special arrangement.

You are required to bring your own table etc (no more than 6ft) for indoor

Completed forms to; Friends of Greenhill Library, 172 Bocking Lane, Greenhill, Sheffield S8 7BP or email market@greenhill-library.org

Thank you for your application, you will be notified no less then 4 weeks before the event date if you have been accepted.

GREENHILL LIBRARY FARMERS/ARTISAN MARKET - Trading Terms and conditions

Organiser Friends of Greenhill Library

Event Farmers/Artisan Market

These terms and conditions and the completed Traders Application Form together form a binding agreement between the Company or Organisation named and the form and the Organiser.

Public Liability Insurance (Outdoor stalls only)

1.1 Traders are responsible for the insurance of their own property and must have current Public Liability Insurance to the value of £2 million or more at the time of the event.

1.2 All traders must submit photocopies of their insurance cover and food stalls the Hygiene Certificate with the application and have originals with them for inspection at the time of the event.

1.3 The trader or agents shall not hold the Organiser or its partners responsible for any loss, damage, theft or destruction of any exhibit, goods, property or equipment.

Health and Safety

1.4 Health & Safety Officials under the Health & Safety at Work Act 1974 will inspect the site during the event. Where appropriate, sites may also be inspected by Environmental Health, Trading Standards officers or other professional body.

1.5 If your stall requires any powered appliances you will need to supply your own generator which must have the relevant Safety certificate which may be requested at the event. All generators must be in good working condition, they should be **NON PETROL** and classified as ultra silent. If any complaints are received about noisy generators, you may be asked to remove and replace with an alternative. All generators must be protected to ensure the public do not have access to them,

1.6 All food traders must provide copies of Food Hygiene Certificates. A minimum of 3 stars Hygiene Inspection rating is required for this event.

1.7 All electrical equipment must be PAT tested with a current sticker/certificate with the equipment.

1.8 Set up is from 09:00 and the site must be cleared by 16:00

1.9 Trading time is **between 11:00 - 15:00** and the site is for pedestrians only during this time. Traders are required to stay during these core hours.

1.10. Arrangements have been made for traders parking in the Junior School car park opposite - Traders should use this if possible to make space for customer parking. Otherwise on street Parking is available locally.

1.11 Anyone found selling items not listed on the application form may be asked to remove them from sale to ensure a fair market. Illegal, counterfeit or inappropriate goods will be removed from the site and the relevant authorities informed.

1.12 Traders are responsible for ensuring that stalls and immediate surrounding areas are kept tidy at all times and rubbish removed at the end of the event. Traders must make arrangements to remove their own rubbish and are not permitted to use public waste bins. Any traders leaving rubbish will not be asked to attend future events.

General

1.13 All pitches will be allocated and are not transferable. The event organisers' decision is final with regard to layout and position of stalls.

1.14 Any traders found exceeding the allocated 3m x 3m pitch (outdoor) or (6ft table indoor) will be charged additionally for extra space. **Please be aware space is tight and there will be no room for flexibility.**

1.15 Outdoor traders should take note of the Gazebos specification notes*. Garden and lightweight gazebos are not acceptable for this market. You should bring either a Traditional market stall or a commercial gazebo.

1.16 The event Organisers reserves the right to cancel or postpone an event.

1.17 Stall fees will need to be received with application at least 4 weeks prior to the event date. If a trader cancels prior to the event, we will refund if the space can be re-let.

Data Protection

1.18 The information you provide will not be passed on to a third party unless we are required to do so by law to do otherwise. If you tick this box we will not store your details and you will not be notified future events?

1.19 Contact us preferably by email to market@greenhill-library.org otherwise by post to Greenhill Library Market, 172 Bocking Lane, Sheffield, S8 7BP

***Gazebo Specification Notes (outdoor traders)**

- All gazebos must be commercial standard. Garden and lightweight gazebos are not permitted
- They should be of sound construction with all leg poles and roof struts part of the main fold out structure and non-detachable
- Leg poles should be either tubular steel or aluminium and be of a substantial enough construction to avoid buckling in strong winds
- The main canopy must be firmly attached to the metal stall structure using strong specifically designed ties
- The gazebo must be capable of being secured down by use of specifically designed correctly fitting weights (min. 25Kg) on each leg on hard standing. Weights must be fitted at all times the gazebo is in use whatever the weather conditions
- If a structure or any equipment is deemed to be unsafe, the decision of the Event Health & Safety Officer is final.

I have read and agree to abide to your terms and conditions.

Signed..... Name/Trade Name.....