**Definitions**

‘Stallholder’ refers to a trader who has booked a pitch at a Biddulph Town Council market event. ‘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 and conditions.

**2) Payment**

Our preferred payment method is BACS. If this is a problem, please speak to the Council Officers. Biddulph Town Council provide 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 a pitch is automatically yours.

**4) Arrival/Set Up**

Your arrival time will be confirmed to you by the ‘Organiser’. If you choose to arrive beforehand and the stalls have not been set up, you will not be allowed entry.

**5) Parking**

Staff will be on hand to direct you to your pitch or stall. Parking is available for traders at the Wharf Road car park. With regard to outside markets; 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**

The ‘Organiser’ will confirm to you the trading times of the market. 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 ‘Organiser’ first. Traders who leave early without permission will not be invited back.

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. You’re 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 Town Council prides itself on its small and friendly market atmosphere– 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 their contact address and phone number. Your details should be made available to members of the public to enable them to make contact with you between markets.

b) ‘Stallholders’ agree that their company name, logo or photograph may be used by Biddulph Town Council for promotional purposes.

c) Generators are discouraged at the our markets; we have one electrical hook up point. Food outlets are 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. 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. If your stall offers high risk foods, such as burgers/meat products, sandwiches, etc. you must have appropriate hand washing and sanitising facilities in place.

d) The stall will be provided for you unless other arrangements are made with the ‘Organiser’.

e) All traders must be eligible to work in the United Kingdom. You must provide the appropriate supporting evidence, upon request.

f) The market is covered by the Biddulph Town 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 you don’t have insurance, you may need to pay claims out of your own pocket. The Council will request information about your public liability insurance cover at the point of receiving your 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 TownCouncil does not condone the sale of what it considers to be racist, offensive and/or inappropriate items at our market, including fur. The ‘Organiser’ has final say on what can and can’t be on sale on the day of trading.

j) Our markets are intended to complement the High Street and offer variety to our residents and visitors. We won’t flood the market with lots of repetition but will work with you to offer variety so you can make the most of your time here.