



## GENERAL TERMS AND CONDITIONS OF TRADING WITH US

### **Please ensure you read the following guidelines carefully before completing the application form:**

Please provide as much detailed information in your application as possible in order to help us make our selection. Please note that submitting your application does not automatically guarantee you a place. Your application will be assessed by the trading team and we will contact you directly to advise you if a pitch can be offered.

### **Availability and types of traders**

We have spaces available for General Traders selling high quality goods e.g. handmade products and vintage and modern clothing etc.

We also have spaces available for High Volume Food and other produce e.g. Pies, pasties, cakes, Meat and sausages, Fudge, sweets and candies etc.

We also have spaces for Low volume e.g. chocolate brownies, ginger bread, specialist gluten free products etc

The organisers will determine whether you are a high or low volume trader and their decision will be final.

We are looking at a new section this year for the booming micro distillery trade e.g. for gin and vodka producers, wines etc.

We have a limited number of stands available for hot food. These proved to be very popular last year and we are looking for new and exciting hot food traders again this year. These will be able to trade until 9pm.

We will be offering a limited number of Bar licences to allow traders to add seasonal 'On' sales of Alcohol such as mulled wine, prosecco, wine and beer. No sales of alcohol will be allowed by any traders unless this supplement is paid and will not fall within our licensing permit.

Finally we are again able to offer entrepreneurial pitches that will be 1x 1mtr. These pitches give new traders the opportunity to sell from a "suitcase" therefore are not big enough for gazebos. We encourage people to bring a garden parasol or big umbrella to cope with our lovely British weather.

Please read the following conditions carefully.

- All traders must provide their own gazebo, table & chairs.
- All gazebos must be set-up correctly, be robust and fit for commercial use with weights.
- Gazebos need to be suitable for hard standing pitches.
- All items on sale must be clearly labelled with prices available.
- All traders must remove their and their customers rubbish from site, failure to do so will mean traders being cancelled from attending any further events.
- All traders must have public liability with a minimum of £5 Million Cover and if accepted to trade must provide copies of it.
- All traders who are accepted must return a copy of their Risk Assessment. A template to be found at: <https://www.bournemouth.gov.uk/Streets/Streetsdocuments/RiskAssessmentForm.pdf>
- All traders who are accepted must send their fees and paperwork in at least 3 weeks prior to the event. There will be NO CASH on the day fees this year. We can accept cheques, online payment or cash to the office but it MUST be paid a minimum 3 weeks before each event. There will be no concessions on this.
- All Hot Food traders who are accepted will in addition have to have a Food Safety Certificate (Minimum level 2) AND have their business registered with their local authority. Again there can be no compromise on this and this will need to be with us AT LEAST 3 weeks before the event as we have to clear EVERY operator with the local Authority.
- All electrical equipment must have an up to date PAT Certificate.
- All Gas equipment must have an up to date Gas Safety Certificate
- This year you will have the option of trading till 5pm or 9pm as there will be evening entertainment.

***Event organisers will not accept any liability for any loss or damages of any property or for negligence of an exhibitor.***

**Generators and Power:** We are able to provide electrical mains power to a certain number of hot food traders – they will need to provide EXACT details of ALL their consumption needs so we can provide the right cabling and fuses. There's a small charge for this and limited availability so please advise asap. General traders can also be supplied with a small electrical feed – typically for low use lights or similar. Please advise asap as again they are limited in number and there is a small fee for this aswell. There is the possibility for a few hot food traders only to use their own Diesel generators but they must be the low noise ones and NOT petrol. Please advise us on this aswell.

**Cancellations:** All cancellations must be submitted via email to [traders@metropolemarket.co.uk](mailto:traders@metropolemarket.co.uk) 3 weeks prior to the date of the market or the booking fee will remain payable.

This event is not weather dependant and will go ahead rain or shine. We will put in place all reasonable plans to ensure that the market goes ahead as advertised, however we cannot be held responsible for events which are outside our control which lead to change in or cancellation of the event. In the unlikely situation that the event needs to be cancelled no refunds will be given. The organisers will not be liable for any expenses due to event cancellation.

***Please do not pay your pitch fee until you have received email confirmation of your attendance by the Trader Team.***

***Confirmation of a pitch cannot be offered until we have received all your relevant documentation.***

***Once a place has been confirmed we will then contact you with the payment details and full details about the day.***