

## **Market Trader Information**

### **Stalls**

A stall comprises of either an 8 foot or 12 foot stall. Each stall has a canvas roof and fluorescent lighting. We provide 4 boards to trade on enabling traders to use both sides of their stall. Use of extra boards should be firstly agreed to by a member of the markets team; an extra charge may be made for this.

### **Boards and Trestles**

The removal of these from Chesterfield Market will be considered theft and the appropriate action will be taken. Any damage caused to market stalls, sheets and fittings must be paid for. Market boards should not be used for either standing on or placed on the floor. Traders will be asked to give up any extra boards they may have if they are needed for other stall holders to be able to occupy a stall. Unreasonable encroachment and board usage will be charged extra at the Market Manager's discretion.

### **Encroachment**

This is viewed as being reasonably acceptable providing it has prior approval by the Market Manager. Traders must not block aisles, walkways or encroach over another trader's pitch. The use of extra boards and trestles outside the stall confines is subject to approval by the Markets Manager and may be revoked at any time.

### **Electricity**

This is only available in certain areas and only in limited capacity. Please contact the markets office for further details.

The use of generators is prohibited unless agreed in advance with the Markets Manager. Any electrical equipment that has been allowed must carry a valid PAT certificate. This applies to cables, scales, lights and all associated appliances in catering units. Market staff or its designated contractor will inspect all permitted appliances on a regular basis. Any equipment found to be unsafe will be barred from further use until it is either repaired or replaced.

### **Demonstration pitches**

These are available on an ad-hoc basis; please contact a member of the markets team for further details.

### **Storage**

We have a limited amount of storage available. This service is for licensed traders only and terms and conditions can be obtained from the markets office on request.

### **Vehicle Access**

Vehicles must not be on the Market between the hours of 10am and 4pm, failure to comply with this could lead to a Fixed Penalty Notice being issued by Parking Services. In the event of a trader requiring entry to the market within these times, and only in the case of an emergency, the markets office must be contacted, in the first instance, for permission.

### **Parking**

There is a designated car park on Durrant Road (please note this is not a free car park), this is located to the rear of the new Court House. The postcode of this car park is S41 7NF. Traders can obtain a permit from their NMTF representative (Paul Hind) stall L10. Traders holding a valid permit can then park at a reduced rate.

### **Toilets**

Market Hall Toilets are available to traders 06:00 – 09:00 in the basement with the public toilets open from 08:00 in the Market Hall and in the Pavements Shopping Centre.

## **Insurance**

Traders are recommended to have their own insurance cover in place. The National Market Traders Federation (NMTF) operate a scheme where becoming a member automatically provides the required level of insurance cover. We would expect any trader who wishes to become permanent and licence their stall to have insurance. Representatives of the Chesterfield branch of the NMTF Paul Hind, is currently a licensed trader with us.

## **Waste**

Every trader will be provided with a black refuse sack, before 10am, by a member of the Markets Team. This is to be used for any day to day refuse created by the trader or members of the public on and around their stall. This bag should be tied and left on the stall at close of business. This will be collected by our refuse service; any instances of fly tipping will be reported to the Markets Manager and could result in a Fixed Penalty Notice being issued by the Street Scene Enforcement Team. Green bins have been placed on the market area for traders to use for waste generated in normal day to day trading.

## **End of Day**

It is market etiquette that licensed traders bring their vans on to the market before casuals, by staggering vehicles in this manner unnecessary disruption is avoided.

## **Licensing**

Casual traders are expected to licence after 4 weeks of standing in the same position. If a Casual Trader does not wish to licence then they will have to occupy a different stall each time they trade. For further details see the licensed traders document.

## **Collecting of rents**

Rents will be collected from 11:00am and a receipt will be issued at that time.

## **Emergencies**

Contact the Markets Office on 01246 345999, alternatively contact Pavements Security on 01246 345995, who provide a security service to deal with any instances of anti-social behaviour and first aid. In the event of an evacuation traders should muster on Low Pavement around McDonald's unless instructed differently.

## **Markets Consultative Committee**

Paul Hind on the general market and Beverley Thomas on the Thursday flea market are both members of the Market Traders Federation and Markets Consultative Committee.

## **Promotional Levy**

Included in the stall price is a 20p promotional levy which is placed in a separate fund and used for marketing and publicity purposes. This fund is in addition to the councils own marketing budget and the market traders in conjunction with our Promotions and Events Officer decide how this money is spent.

## **Christmas Surcharge**

During the months of November and December Casual Traders will incur a £5 surcharge per stall to stand.