

BOWHOUSE

FOOD • DRINK • SHOP

BOWHOUSE MARKET WEEKEND RULES

1. Criteria for produce sold

All products sold at markets organised by Bowhouse must have been grown, reared, produced, caught, brewed, distilled, pickled, baked, smoked, made or prepared by the stallholder's business or have been approved by Bowhouse as being suitable for sale. No stallholder has the exclusive rights to sell a particular product. Bowhouse retain the right to decide who is allowed to sell and what products are allowed to be sold at the markets they organise. If a trader wishes to bring a new product to the market (not listed on their original application) approval must be requested before being sold at the market.

2. Cost

	Single day February – November	Weekend February – November	Christmas 3 day weekend
Retail pitch	£110	£220	£140 per day
Coffee Van / Drink Vendor	N/A	£240	£380 weekend
Street Food	N/A	£380	£600 weekend

(See point 4 below on additional setting up costs).

Electricity is not included any in pitch fee. All electricity requirements are subject to charges as per the table below; this includes retail pitches, street food and coffee vans. Traders are not permitted to use their own generators.

Power	Price per day
1 x 13a socket	£10
1 x 16a socket	£15
1 x 32a	£20

Electricity required MUST be booked in advance and specify the plug being used (13/16/32A), the amount of electricity required in kW and what equipment will be used.

3. Insurance

Stallholders will be required to possess their own insurance to cover the products on sale and have Public Liability cover of £2,000,000 (two million pounds) or above. See also point 10 below.

4. Setting up

Retail - If traders would like to set-up before the weekend notice must be given in advance and agreed by the market organiser.

Street Food - Arrival the day before the market is enforced between 10am – 4pm to allow electrical load testing and to finalise set-up by Bowhouse; Set-up out-with this time will need to be agreed with the market supervisor and will incur an additional installation cost of £100 which is payable on the market weekend.

Access and Loading – Access to the market will be from 8.00am on market days. When you arrive on site you must adhere to the **5mph limit** when driving around the building.

Stallholders should arrive in time to have their stalls set-up by 9.45am and allow for the fact that other stallholders will be setting up at the same time.

For safety reasons, no children under 12 years of age are permitted within the market site between 8–10am setting up time, and 4pm until the site is cleared, as this is when the setting up and the clearing of the market is undertaken. Children are also discouraged from being behind stalls during market hours where possible.

Parking – All traders are welcome to unload from the front or side of the building at the start of the day before the market begins. After unloading you must then move your vehicle to the appointed trader's car park round the back – a Bowhouse steward will direct you.

If you have additional staff arriving to work at your stall they must also park in the allocated traders car park.

5. Exiting

Stall holders must stay on site until at least **3pm**.

Vehicles are not permitted to the front or side of the building during the market hours 10am – 4pm.

This is a health and safety matter and for the safety of yourselves, other traders, our staff and members of the public we must ask that you abide by this rule. If you sell out and leave before the market

finishes you may only load your car up at the rear of the building. After 4pm you may bring your car to the front or side of the building and load up from there.

6. Labelling of products

All products must be labelled with the information required by current legislation.

7. Food tasting

Any stallholder wishing to supply food or drink for tasting by the public should notify the market supervisor accordingly and have procedures and equipment approved by the Local Authority Environmental Health Department.

8. Produce on stalls

No produce is to be laid directly in front of stalls/tables and only to be placed on the table top provided. Excess stock may be placed underneath the stall.

9. Liquor licence

Anyone selling alcohol must hold a personal licence or have completed the mandatory 2-hour training in alcohol sales as required by the Licensing (Scotland) Act, 2005 and have proof of signed training record.

Bowhouse does have its own premises licence, so **an occasional licence does not need to be purchased.**

A defined area must be marked out with the stall where sampling of alcohol can be undertaken. No children under 18 years old can accompany a trader selling alcohol at markets.

All alcohol traders must have a refusal book at their stall and keep records up to date. Records will be checked by the market supervisor at the end of each trading day.

10. Trading standards

Weights and measure requirements must be adhered to.

11. Agreement of hire

A stall or tabletop will be allocated to stallholders as appropriate, any special requests (electricity, trailer pitch etc) must be made when completing registration. Additional small/medium tables are not permitted unless pre-approved by the market supervisor.

Traders **MUST** supply the following – any trader failing to provide the requested paperwork before market dates **WILL NOT** be permitted to trade (non-food/drink traders, last 2 only):

- Local Authority Street Trader Licence or Food Hygiene Certificate (FOOD/NON-ALC DRINK)
- Personal Licence (ALCOHOL)
- Public Liability Insurance (not Employer) – recommend this includes 'Market Trading' (ALL)
- Gas Certification (if applicable; ALL)

INVOICES: On receiving application and being approved to attend, an invoice will be produced and payment **MUST** be made by a specified date before the event – failure to do so will result in the loss of the pitch. Payment details of how to pay can be found on the invoice.

12. Cancellation policy

Application fees are refundable up to 7 days before the event, after this, fees are non-refundable.

13. Trading times

Trading times will be from 10am–4pm on each market day unless we detail any changes.

14. Exhibition space

The venue will contain varying stalls – dimensions will mostly be 2.4x2.4m, with a tabletop measuring 2.4x1.2m. The stall skirt measurement is 2.4x0.76m (long/high for signage). There may be occasions when Bowhouse need to tweak the dimension of this space, or the type of stall supplied, but overall space will remain the same. Street Food area space is based on a 10-meter squared pitch, this must include all space required in front or behind, guy ropes, tow bars etc. For trailers, please state dimensions on the application form to assist planning. See also point 11 above. Street food traders exceeding 10 meters squared will incur a charge for each additional squared meter.

15. Trade stand cover

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

16. Manning of stalls by traders

Stands must be always manned by a knowledgeable person. No dogs are allowed at stalls.

If a company reaches a “SOLD OUT” position, they must continue to man their stall until at least 3pm. After this time, you may display a ‘SOLD OUT’ sign and pack up and leave however this must be done via the **rear entrance to Bowhouse**. Vehicles are not permitted to the front or side of the building during market hours 10am - 4pm.

17. Refrigeration

Refrigeration units must be supplied by the stallholder. Stallholders are responsible for having their electrical equipment checked and annually PAT tested. The appropriate sticker must be on the equipment stating the date it was tested. NB: refrigerated units must not be moved before 4pm. If equipment is unsafe or not up to date with a relevant PAT test sticker Bowhouse holds the right to refuse use of that equipment.

18. Electricity and portable appliances

- NO multi-plug adaptors to be used without agreement at booking.
- NO radiators or heaters to be plugged in, Bowhouse reserves the right to remove power supplied to any trader found using this equipment.
- Should equipment be found faulty, Bowhouse reserves the right to isolate supply to the stall.
- All equipment must be PAT tested and valid label clearly shown on equipment (inc cables and adapters).
- Stallholders must comply with the regulations for electrical fittings. A current electrical test/inspection certificate must accompany all electrical appliances, including cables that are brought to the market, and be available on request by the market supervisor or enforcement officers.
- Any booked electricity will only be available during market hours and will not be provided over night, this includes for coffee and street food vans.

19. Hand washing facilities

High-risk stallholders (handling raw or uncovered food) must supply own hand-washing facilities and should have disposable gloves for handling any uncovered food, as appropriate and required by Food Standards Regulation. All other food traders should also bring their own hand washing facilities.

20. Carrier bags

Stallholders should ensure they comply with the rules regarding the provision of carrier bags, which came into force on 20 October 2014.

21. Code of dress

It is recommended that stallholders selling food should wear aprons and sensible footwear.

22. Branding

Signs should display the name and contact details of the stallholder. Banners are preferred on the skirt or hanging from the roof of the stall, pop-ups are discouraged for safety reasons and only permitted behind the stall.

23. Internet connection

The market venue has internet connection available. However, connection is not guaranteed and so please do not rely on this and have alternative arrangements in place.

24. Security

Please be vigilant and take utmost care of cash takings. We strongly recommend that you obtain a money belt or have your money in zipped pockets in order to keep your money safe.

25. Emergency procedures and first aid

Stallholders should provide a first aid box with a supply of coloured waterproof dressings. Emergency procedure information will be available at the front desk. Locations of the first aid point and fire extinguishers will be shown on the Market Plan.

In the event of an emergency, you must follow the instructions given to you by the Bowhouse stewards.

26. Smoking

The inside of the building has a no smoking policy; Smoking is only permitted at the rear of the building.

27. Recycling and waste

The bins onsite at Bowhouse are not for market trader waste. All traders waste accumulated from the market must be removed from site by the trader and disposed of correctly.

Bowhouse is committed to improving environmental practices. We request that disposables and packaging are responsibly sourced and recycled where possible.

28. General

All stallholders and their staff must comply with the instructions of the market supervisor or any other person representing Bowhouse. Failure to comply with these rules may result in a stallholder being barred from one or all of the markets organised by Bowhouse.

29. Legal requirements and regulations

Every stallholder must ensure that they comply with all current legislation are responsible for their staff selling at markets being trained where appropriate and being made aware of the legal requirements and regulations to trade. This includes knowing the Market Rules.

30. Variation of the Rules

The foregoing Rules may be changed or altered at any time by Bowhouse, should unforeseen circumstances occur.

31. Protection of Workers Act 2021

Aggressive or abusive behaviour will not be tolerated by the Bowhouse Team. Anyone giving verbal abuse to a member of staff, customers or other traders will be asked to leave the premises.