

THE GRASSMARKETS

STALL HOLDER INFORMATION AND TERMS & CONDITIONS 2009

LOCATION & CONTEXT

Located in the heart of Edinburgh, the Grassmarket has undergone a major redevelopment and is now hosting a pilot events calendar for 2009, funded by The City of Edinburgh Council and Scottish Enterprise.

As part of this calendar, we will host five monthly markets - The GrassMarkets taking place on the first Sunday of the summer months, from May to September (Sunday 3 May, 7 June, 5 July, 2 August, 6 September).

As the organiser, Unique Events are now inviting applications from stall holders to sell organic, home-grown and farmer's food produce, plants and flowers, interesting crafts and applied arts, cool collectibles, and bric-a-brac – a mixture of all the good things in life. We want to be as selective as possible to create a diverse and dynamic market place whilst striving for quality and authenticity.

The GrassMarkets will provide table top stalls, in a wide central reservation, surrounded by shops, bars and restaurants with stunning views of the nearby Edinburgh Castle. The markets will operate from 12 noon till 6pm and feature live entertainment of soft summer music.

These events will be extensively marketed through the media advertising, online and a local poster campaign.

The Grassmarket is well served by frequent public transport. Haymarket and Waverley train stations are only a short walk away and with a nearby NCP car park offering a convenient meeting point for both locals and visitors.

Application process

If you are interested in becoming a stallholder at the The GrassMarkets, please read the following terms and conditions and complete the document titled **The GrassMarkets Stall Holder Application Form 2009**, available to download at www.grassmarket.net/ or request by email grassmarkets@unique-events.co.uk

Please note: there is a strict selection policy of quality. Whatever you sell, our decision of your location will be decided on an individual basis. If you meet the strict selection criteria, this does not automatically enable you to attend the market as every application is dealt with individually. If we feel there is enough of a particular product, we will add any application to a waiting list. All fish or meat producers are considered high turnover with no exception.

THE GRASSMARKETS

TERMS AND CONDITIONS

AGREEMENT OF HIRE

The cost will be £50 plus VAT for lower value products and £75 plus VAT for companies with higher value products (this includes meat and fish producers). Full payment for all markets MUST be received by 15 April 2009.

CANCELLATION CONDITION

Cancellation by the stallholder must be confirmed in writing before midday on the Monday before the market. Full payment will be required for cancellation after this date. Special circumstances may be considered.

If the Market Operator, in this case Unique Events, cancel a market due to reasons beyond their control, e.g. adverse weather, Unique Events will undertake to refund the stall fee only but will not be liable for any further charge beyond this amount. Unique Events will undertake to contact stall holders by the swiftest means.

DISMISSAL

The Market Operator, in this case Unique Events, reserves the right to dismiss any stallholder they may choose with a minimum of two weeks.

TRADING TIMES

Trading times will be from 12 noon until 6pm each Market day.

EXHIBITION SPACE

The venue will contain a maximum of 40 near identical stands. The dimensions of the stands are 4ft deep by 8ft wide with an integral tabletop.

Your pitch may not be resold without express written permission from the Market Operator, in this case, Unique Events.

TRADE STAND COVER

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

FOOD HYGIENE CERTIFICATE

If selling food, we require the principal stallholder to have obtained and produce a REHIS Elementary Food Hygiene Certificate, (copy required with application).

PRODUCE ON STALLS

The Environmental Health Officer has stressed that NO PRODUCE is laid directly on the ground.

MANNING OF STALLS

Stalls must be manned at all times.

If a company reaches a 'SOLD OUT' position, notification must be left on the stall stating that they are 'SOLD OUT' along with the time that status was reached.

Stallholders should not leave before 5.30pm unless they have asked Unique Events' designated on site Market Manager.

THE GRASSMARKETS

ELECTRICITY

For those stalls requiring electricity, the following plugs must be used.

240 volts, 16 amps, Blue coded
British Standard 4343
CEA rated plugs (European Standard)

Stallholders must have current PAT electrical stickers on all electrical equipment, (copy required with application).

Generators are not permitted.

CASH REGISTERS AND WEIGHING MACHINES

No power supply will be available for cash registers or weighing machines. We therefore ask that you make alternative arrangements.

WATER AND HANDWASHING FACILITIES

If required, units will be arranged that contain hand basins. Depending on the type of produce on sale, stalls will be allocated hand-washing facilities on the morning of the market.

LABELLING OF PRODUCTS

All food sold loose only has to be labelled with the name of the food. All other foods sold which are pre-packed at premises other than the final seller will require to be labelled with:

- a. Name of the food
- b. List of ingredients
- c. An appropriate 'use by' or 'best before' declaration
- d. Any special storage conditions or conditions of use
- e. Name of manufacturer or packer

Reference can be made to the Food & Safety Act 1990 – Conditions for Food Vendors at Markets.

FOOD TASTINGS

Any stallholder wishing to do tastings should notify the Market Operator, in this case Unique Events, in writing.

If you are using a gas appliance then it must have a valid gas safety certificate (copy required with application).

CARRIER BAGS

Stallholders should ensure that they provide carrier bags, which are preferably biodegradable.

LIQUOR LICENCE

Anyone selling alcohol is responsible for arranging their own liquor licence with The City of Edinburgh Council.

TRADING STANDARDS

Weights and measure requirements should be adhered to.

THE GRASSMARKETS

CODE OF DRESS

It is recommended that stallholders selling food should wear white aprons.

SECURITY

We strongly recommend that you obtain a money belt or have your money in zipped pockets in order to keep your money safe.

INSURANCE

It is a requirement for all stallholders to possess their own current and appropriate public and product liability insurance, (copy of summary required with payment). It is also advisable to carry adequate insurance to cover your equipment (chillers, display cases etc) and stock/ produce as we will not accept any responsibility for damage occurring while on site.

FIRST AID

Stallholders should provide a first aid box with a supply of coloured waterproof dressings.

SMOKING

While manning the stalls, a 'No Smoking' policy must be strictly adhered to.

SETTING UP

Access to the Market will be from 10am on market days. Stallholders should unload as quickly as possible to avoid congestion. Vehicles should then be moved to the appointed car parking area.

ALL vehicles must be removed from the trading area by 11.45am. We suggest you arrive no later than 11.15am to set up.

On rare occasions, other events in Edinburgh may require road closures and this could affect the surrounding roads and hence vehicle access to set up at The GrassMarkets. To the best of our knowledge, we will undertake to notify you by email, regarding any necessary change to set up, at least two weeks prior to a market.

FURNISHINGS

Please bring your own stall name, furnishings, decoration, seating and all requirements to display your own produce.

REFUSE RESPONSIBILITIES

At the end of the day, stallholders will be responsible for ensuring that all refuse is bagged up. Stall holders are also responsible for keeping and leaving the area around their stall clean and tidy.

These terms and conditions are governed by the laws of Scotland.