

# PEDDLER NIGHT MARKET

Spring 2019 at 92 Burton Rd

1,2 Feb / 1,2 March / 5,6 April / 3,4 May

Friday 5-11pm, Saturday 2-11pm



## Soda Trader Application Form

Sheffield's original night market, Peddler takes place at 92 Burton Rd, inside our 7500 sq.ft. warehouse and spilling out into the cobbled courtyard and carpark. 2018 was a record-breaking year, with more than 9,000 people through the gates during a two-day Peddler.

If you'd like to apply to trade at Peddler in Spring 2019, please complete the application form and specify which dates you would like to trade.

The deadline for applications is **Monday 22<sup>nd</sup> October 2018**.

## Trader Fees

**£80 +VAT deposit, per day trading.** This deposit secures your spot and will be refunded following your participation in the event. It is non-refundable in the event of cancellation or if the Terms & Conditions as outlined below aren't met.

**20% of gross revenues (inc. VAT)** payable at the end of each day's trade, minus the deposit paid.

## Total Power Requirements

We need this information from you to ensure that you can trade.

Traders must specify **total power requirements** in the Trader Application Form to ensure provision, including ampage, kilowattage, number of appliances and socket types.

Traders are prohibited from bringing their own electricity supply, but please do bring extension cables and additional sockets in case they're required.

## Arrival times

**Fridays // Traders are expected to arrive between 1 – 1.30pm, ready to serve at 5pm.**

**Saturdays // Traders are expected to arrive between 11 – 11.30am, ready to serve at 2pm.**

All loading vehicles will need to be off site 30 minutes before the event starts and we will enforce this strictly. Traders are expected to be ready to serve at the start of the event.

Please ensure you arrive during the times specified. Failure to do so may mean you're unable to trade.

We allocate trading pitches carefully across the site plan, considering electrical needs, trader variety and pedestrian flow. For these reasons, there will be no opportunity to swap pitches.

## **Over to you.**

If you'd like to apply to trade at Peddler, please complete the following application form and specify which dates you would like to trade. Please email your application to [mhairi@peddlermarket.co.uk](mailto:mhairi@peddlermarket.co.uk) before **Monday 22<sup>nd</sup> October 2018** with the following documentation:

- HACCP Food Safety Plan
- Food Registration document
- Up-to-date, food hygiene rating
- Risk assessment and method statement
- COSHH risk assessments
- Risk Public Liability Policy
- Employers Liability & Public Liability Policy
- Gas Safe Certificate (if applicable)
- Fire Extinguisher Certificate
- PAT test record for all electrical appliances
- Menu & allergen information
- JPEG of logo & images of your set-up

By applying to trade at Peddler, you agree with the terms and conditions outlined below. We carefully consider all applications and will be in touch to let you know whether your application has been successful. Your place will only be secured once we've received your deposit and the documentation outlined above.

## **Please note.**

It is essential that your practice adheres to your food safety plan & risk assessment, to ensure the health & safety of our visitors and your vital customers.

We now perform spot checks throughout our events & we may ask you to cease trading if you fail to comply.



## Terms & Conditions

By applying to trade at Peddler, you agree with the terms and conditions outlined below:

- **Deadline for applications is Monday 22<sup>nd</sup> October 2018.**
- Your place will only be secured once we've received your deposit and documentation.
- To trade at Peddler, you must provide copies of the documentation required by us in this application form and that the documentation is accurate and up to date as required by the relevant legislation.
- While trading at Peddler, the set-up and installation of your equipment must adhere with your documentation and risk assessments. Failure to do so endangers the health and safety of event attendees and we may ask you to stop trading. We will enforce this strictly.
- You must maintain high standards of cleanliness and hygiene within your stall in keeping with your HACCP Food Safety Plan.
- Please ensure your waste is securely bagged ready for removal at the end of each day trading.
- You agree to leave the land / ground you trade on exactly as you found it, taking measures to prevent any spillages under your vehicle / trading stand.
- To serve exactly what is specified on your menu as detailed above to ensure that all food and drink served at the event is complementary. If you wish to amend your menu we must be informed of this prior to the event.
- You are not permitted to serve alcohol, coffee or hot drinks at the event, only soft drinks.

## Accompanying Documentation

Please send up-to-date and accurate copies of each of the following documents with your deposit/fees. Failure to do so will prevent you from trading at the event.

**Versions of these documents will also be needed in hard copy ready for presentation to local authority officers in case of inspection.** Again, failure to do so will result in you being prevented from trading.

### Document Checklist:

	HACCP Food Safety Plan
	Food Registration document
	Up-to-date, food hygiene rating
	Risk assessment and method statement
	COSHH risk assessments
	Risk Public Liability Policy
	Employers Liability & Public Liability Policy
	Gas Safe Certificate (if applicable)
	Fire Extinguisher Certificate
	PAT test record for all electrical appliances
	Menu & allergen information
	JPEG of logo