Winter Market 2020 Terms and Conditions

**Overview**

* **Event name**: Winter Market
* **Location**: Recently-renovated Walthamstow Library, upstairs hall (1st Floor)
* **Dates and themes**:
	+ **4-6 Dec: Artisans** theme selling fashion, accessories, and textiles
	+ **11-13 Dec: Choose local** theme selling a variety of products offered by local business
	+ **18-20 Dec: Christmas** theme selling cakes, cards, gifts and decor
* **Library footfall**: We estimate the library will have a footfall at 30% of its pre-lockdown capacity, totalling 500 visitors per day. A recent review of data from our surveyors revealed a room capacity of 140 for the hall. For the event, we will be operating at a capacity of 60 people in the market at any time.
* **Number of stalls**: 15 (accounts for extensive distancing)
* **Days allocated to stalls**: Set up on Friday morning, leave items there in locked room for two nights, take-down Sunday evening
* **Event run times**: Vendor setup will be open from 8am-10am on Fridays with staggered arrival times. The event will be open to the public from 10am-6pm daily (Fri / Sat / Sun). Vendor teardown will be permitted from 6-8pm on Sundays.
* **Fees per vendor**: Given the current climate, we are offering fees to vendors at a 50% discount and will be charging £30 per vendor for the weekend.
* **Covid safe measures**
	+ Each stall will be provided with wipes and a sanitiser bottle
	+ There will be dual sanitisation stations at the entry and exit doors of the library and the event
	+ Entry and exit doors will be propped open so they do not need to be touched, and this will assist with continuous ventilation
	+ There will be a separate entrance and exit for the market to honour the one-way system, and a 3m pathway with a one-way system will be mapped on the floor of the event
	+ Signage will instruct shoppers to look and buy – no touching, no trying on
	+ There will be 2m of space between each vendor table, and between the vendor table rows and the walls
	+ Stall holders will be expected to follow event rules, including a limit of two people at their table at one time
	+ All attendees and stall holders will be required to wear a mask at all times unless exempt
	+ Each stall will be required to bring their own touchless pay pad and the market will be cashless
	+ In line with the library risk assessment and SOP for Covid-secure, anyone entering the library will be required to provide their details for ‘track and trace’ upon arrival using the QR code for the site
	+ Library staff will oversee the event while it is in session to ensure the above measures are upheld
1. **Is there a cost associated with securing a stall?**

To secure a stall, a £30 fee will be collected via online payment. Once your application has been reviewed and if you have been accepted as a vendor, we will send you a link to request this.

1. **How do you secure a stall?**

Please e-mail startups@walthamforest.gov.uk confirming that you would like to take part in the Winter Market on ***one of three*** ***weekends*** 4-6 Dec, 11-13 Dec, or 18-20 Dec 2020. In this email, please include your completed Application Form and signed Terms and Conditions. All enquiries must be submitted back by no later than COP Sunday, November 15th.

1. **What are the event themes?**

Each weekend of the market will have a set theme as below. Please plan to participate in the Winter Market during the weekend theme that corresponds with your product(s).

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| --- | --- | --- |
| 4-6 Dec | 11-13 Dec | 18-20 Dec |
| Artisans theme selling fashion, accessories, and textiles (collaboration with Waltham Forest Fashion) | Choose local theme selling a variety of products offered by local business | Christmas theme selling cakes, cards, gifts and decor |

1. **What time should vendors arrive at Walthamstow Library?**

Vendors will be given a staggered arrival time on the Friday of your weekend to ensure enough time to set up your stall and associated materials e.g. banners, food, marketing materials, etc. The event will begin at 10am on Friday and last until 6pm (1-2 hours will be allowed for clean-up from 6pm) on Sundays. Items will be locked overnight from Friday-Sunday so vendors do not need to remove or transport items daily.

1. **How many people can stall holders bring with them to support them on the day?**

If needed, traders can bring one other person with them to assist them on the day. This should be noted as a part of your application. If small children need to be present due to childcare challenges, they must be supervised by the parent/carer at all times. At least one person must be at the stall at all times.

1. **What facilities will be available?**

Walthamstow Library will only provide a single table for each stall and two chairs, in addition to public facilities such as Wi-Fi and toilets. Everything else will need to be provided by the stall holders e.g. tissue, displays, pens, pencils, paper, laptops etc. All equipment, products, materials etc. can be stored underneath the tables for extra space.

All traders, however, will have creative control over decorating their stall in the best way possible to promote their business.

1. **What are the cleaning up arrangements?**

All traders must clean their stalls and surrounding areas after the event. Please bring rubbish bags/bin liners with you to dispose of any rubbish/waste and remove it from the library.

1. **Are their specific requirements for food traders?**
* Only prepacked foods are allowed to be sold at the Winter Market 2020. This means food will not be served openly from large dishes. Each individual food item must be packaged with the required legal labelling ([nutrition](https://www.food.gov.uk/business-guidance/nutrition-labelling), [ingredients, allergens](https://www.food.gov.uk/business-guidance/packaging-and-labelling), etc.).
* All food must be accurately and honestly described (including the description of allergens) so that the customer is not misled. Please provide menus with price lists on the day to ensure this.
* Food traders must be able to accurately identify to customers (upon request) any food containing ingredients that can cause allergic reactions.
* At least one food handler must be present when trading at the event who holds a current (less than five years old) foundation level 2 food hygiene qualification.
* All food vendors must be registered with a local authority and have evidence of their food business registration e.g. a copy of their registration form OR confirmation of registration from that local authority. They must also have a copy of their hygiene qualification. Please send these with your application to: startups@walthamforest.gov.uk.
* No gas canisters, liquid petroleum gas, serving tray burners or electric/heating devices can be used to keep food warm.
* If warm foods are being sold, they should be packaged adequately. If their warmth is lost throughout the day which makes the food potentially perishable, they should be disposed of.
* If warm/hot food becomes cold but is not at risk of spoiling, please inform customers that they can heat the food before eating.
* Food must not be placed directly on the ground, storage areas should be covered, and food should be protected from contamination.
* All surfaces and equipment must be kept clean. Cleaning chemicals should be stored away from food.

1. **Will there be any media on the day?**

By confirming your attendance to the Winter Market, you are agreeing to photographic consent to be taken and used by the London Borough of Waltham Forest for print and social media marketing purposes.

1. **What should If I can no longer attend?**

If you need to cancel, please email startups@walthamforest.gov.uk at least 7-10 days before the event so we can find a replacement. If you fail to give notice within 7 days, you will forfeit your £30 booking fee.

1. **Can I leave my products overnight?**

Since vendors will be there for three days, at the end of the 1st day, the hall where the market takes place will be locked by a security staff member. Vendors are permitted to leave their products in the hall if they do not want to tear down and set up again on the 2nd day. It is still advised that all products are locked in secure tubs and stored underneath their table.

The council will not take responsibility for products left unattended or unsecured.