

# Epsom Town Fayre Speciality Markets

## Trader Guidance

### Getting Started

1. You must be in receipt of public liability insurance to 5 million pounds. A copy of the certificate must be provided.
2. Please ensure you have completed your trader information form and have provided us with a copy for our records.
3. All traders are to provide their own gazebo or stall structure. Unless agreed otherwise, stalls are to be 10x10 feet (3x3m).
4. Stalls are to be weighted. Please ensure that you provide your own weights to ensure that your stall is secure. Stalls and stock have become damaged when not properly weighted.
5. Tables and stall furniture are not provided.

### Setting Up

1. The Market Place will be open from 9.30am. Please ensure that unless agreed in advance, that you arrive early to secure your pitch.
2. You may drive onto the Market Place and will be directed to your allotted pitch.
3. Park your vehicle to allow access to other Traders.
4. Where possible, when your vehicle has been unloaded please move it to one of the local car parks. Depot Road or The Ashley Centre are local.
5. All vehicles must be clear of the Market Place by 11am.
6. When setting up your stall please keep your stall structure to the backline, ensuring that the front of your stall is level with neighbouring stalls.

### Trading

1. The Speciality Market is not limited by restricted numbers of each commodity. We encourage healthy competition amongst Traders and seek to host a buoyant Market Place. If you wish to discuss other stalls content in advance please contact us for guidance.

### Close Down

1. The Market will be open from 11am until 3pm.
2. If there is adverse weather or agreed by the management the market may close early.
3. We do not permit vehicles to access the Market Place for close down without permission.
4. ALL waste and rubbish must be cleared away and is the responsibility of the Trader.
5. All vehicles must be clear of the Market Place by 4pm.