****

**Information for Traders at Headington Market**

* The standard rent at Headington market is £25, for 3 x 3 meter pitch per day
* Traders are required to supply their own gazebos and set up, including weights, tables and back-sheets
* There is no electricity on site
* Traders are expected to be on site by 9am and have vehicles removed by 9.30, traders must trade until 2pm.
* If weather conditions are unsafe the market will not take place, if weather conditions become unsafe during the Market and the Manager decides it is unsafe to trade all stalls must be safely packed down.
* Any amendments to produce sold must be agreed with the Market Manager
* All traders require public liability insurance covering up to £5 million
* All traders are required to take home their rubbish and ensure their pitch is cleared up at the end of the day
* All traders must comply with EHO & Trading Standards requirements whilst trading
* Food traders are required to be registered and inspected by their local councils environmental agency and have a minimum star rating of 3 (Certificates should be displayed)
* Food traders are required to have training of Food & Hygiene to level 2 or above
* Traders selling food must provide adequate hygienic hand washing facilities
* All food must be covered appropriately & have allergen information available
* Any traders selling alcoholic produce must have an appropriate licence and must abide by the Markets rules for alcohol sales (available separately).
* Any traders using gas must provide gas safety certificates
* All relevant paperwork must be brought to every market by each trader
* Any traders using flammable goods (cooking facilities) must have a fit for purpose, serviced and proven fire extinguisher



* If for any reason you will not be able to attend a market that you are booked into you must notify the Market Manager, Charlie Manning, or failing that the Chair of the Market Working Group, Keith Frayn:

Charlie phone 07949 769880, email chaz.c.m@hotmail.co.uk

Keith Frayn phone 07855 426060, email keithfrayn@gmail.com