

## The Sherborne Market Stall Holder Booking and Information



**HAND PICKED & SELECTED ARTISAN MARKET  
FEATURING LOCAL PRODUCERS, SUPPLIERS,  
AMAZING FOOD, ARTS AND CRAFTS.**



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Thank you for your interest in booking a stall with us at one of our markets here in Sherborne. Our markets are the third Sunday of each month and are extremely popular with over 150 traders and 3000 – 4000 visitors each month

We strongly suggest that before you book into the market you come along and experience it for yourself. Have a look at the other traders, see if you have any competition on the market and see how you can look or present your products in a unique and attractive way.

Our Market is along Cheap Street, Abbey Road, Half Moon Street, Digby Road and into Pageant Gardens where there is music and entertainment throughout the day. There is no booking form for the market. If you meet our criteria and you are local and we can fit you in we will do so. Booking is by invitation only.

### **Where will the market take place in the park and how do we get there?**

Stalls will be located in Cheap Street, Abbey Road, Half Moon Street, Digby Road and Pageant Gardens. Trading is between 10 and 3. You may arrive from 07.45 to set up. Once you have unpacked your vehicle must be moved to a council car park or free on street parking. You are not permitted to park next to your stalls.

Stalls are 3 m x 3m and you must provide your own gazebo and set up to trade from. Please make an effort to make your pitch look attractive and colourful. Bunting and flags are very much welcomed. The market is the 3<sup>rd</sup> Sunday of each month from April to December.

### **What type of stalls/businesses are permitted?**

Our market focuses on local, artisan crafts and foods. We work with Dorset Food and Drinks and a number of makers groups. We permit only two or three types of each stall unless there are significant differences in the product range we welcome:-

Food and drink producers - using local products

Artisans that make quality, skilled home made crafts

Talented local artists and photographers

Plants and garden related retail – plants, cut flowers and garden décor

Vintage clothes and fabulous antique finds

Furniture and homeware producers using upcycled or recycled products or made to order

Local produce (fruit/veg/preserves/sweets/cheese/package biscuits etc)



2021  
DATES

APRIL 18TH  
MAY 16TH  
JUNE 20TH  
JULY 18TH  
AUGUST 15TH  
SEPTEMBER 19TH  
OCTOBER 17TH  
NOVEMBER 21ST

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### **What is the cost?**

The Sherborne Market is a not for profit organisation, any extra funds generated go into projects and initiatives in Sherborne. You can view our current projects on our website.

We have two types of stall 3 x 3 m which cost £40, or we have suitcase stall 1 m x 1m to try a new product or product range for £5. With the low price and flexibility provided, stalls cannot be refunded once purchased. If we cancel a market, we will roll your stall fee to a future market. If you cancel or fail to show up on the day you will lose your pitch fee.

If you are selling alcohol then you must apply to Dorset Council for your own TEN

### **What will be the open times be?**

The market will be open for visitors from 10.00 am - 3pm. Stall set up for businesses will be from 7.45 am-10am in the morning. Please check in with our purple tabard volunteers when you arrive at the area where you are trading from.

### **What paperwork do I need?**

We have a fabulous Health and Safety Officer, Lady Alex. When you arrive at the market you will need to bring a file with the following documents to be checked.

1. All Traders Public liability insurance at least £3 million
2. All Traders - Gas Safety Certificates (If relevant)
3. All Traders - Electrical Safety Certificates (If relevant)
4. Food Traders - Which Local Authority are you registered with?
5. Food Traders - Food safety report from Local Authority
6. Food Traders - Food Hygiene Certificates
7. Food Traders - Food Safety Management System (Copy on site) (safe food better business book)
8. Food Traders - Allergen's poster **MUST** be displayed
9. Food Traders - RAMS ( this should be in their SFBB) risk assessment and method statement

## Public Liability Insurance



We like to keep all our business local. Our Insurers are A & T Insurance in Dorchester, they are able to organise PL insurance for craft stalls by event or on an annual basis. Please contact Lianne Hill on 01202 754918 or email her on [lianne.hill@alan-thomas.co.uk](mailto:lianne.hill@alan-thomas.co.uk)

Please mention that you are trading at Sherborne Market for preferential rates.

### **Other terms and conditions exhibitors must abide by to take part:**

- You must arrive and set up within the designated set up times (7.30 am-9am) to give time to put in place the various signage before we open the area at 10.00am. If you arrive after 10am you will not be allowed to set up.
- You must have your stall in situ for the entire trading hours of the market (10.00am-3pm) unless given express permission by the event management team that you can pack away early on inclement days.
- If the weather is inclement we will notify you by 4 pm the day before if the market is to be cancelled. If we cancel the market your pitch and fees will roll over to the next market. If you decide not to turn up due to inclement weather or for any other reason then you forfeit your pitch fee and you may run the risk of not being selected for the next market.
- Under no circumstances must your vehicle remain on your pitch during the trading hours of the market.
- No naked flames, gas cylinders or generators are permitted on site and vehicles engines must be switched off.
- You may not be located in the same spot on consecutive markets. We will try our best to ensure you have a regular space but where this is not possible we will find a suitable alternative. No space can be reserved.
- You must provide your own gazebo and must not trade from your vehicle unless by advance permission.
- You must take home all your own waste and rubbish at the end of each day.
- No electricity or water is available on site for exhibitors to plug or plumb in to, sorry.
- Any issues or incidents must be reported to the event management team as soon as possible.
- The Event manager's decision about any issue is final on the day and we reserve the right to enforce the rules set out above.
- Exhibitors not complying with safety rules and others Ts & Cs expressed here will be asked to leave the market immediately (and without refund of all or part repayment of their booking fees) and will not be permitted to return.

- Invoices are for immediate payment, if your invoice remains unpaid we will allocate the next trader on the waiting list
- Social media is key to our advertising, please follow our social media and provide us with your social media links

**When you book, you agree to abide by these terms.**

**Other customer facilities/services:**

- Parking for visitors is available the council car parks, please see the Sherborne Town Council website for details on car parks and parking fees. <https://sherborne-tc.gov.uk/>
- A set of public toilets is available at the top of Digby Road for visitors and exhibitors to use.

**Next Steps**

We are always looking for new and interesting traders. If you would like to book a stall then please email [julesbradburn@gmail.com](mailto:julesbradburn@gmail.com) stating which markets you would like to book for, will need a product list and pictures of your stall. If you are selected we will issue you with an invoice to pay in order to reserve your stall

**For further information**

[www.thesherbornemarket.com](http://www.thesherbornemarket.com)

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