



## **Abingdon on Thames Chamber of Commerce**

### Abingdon on Thames Local Excellence Market Criteria of trading

The Abingdon on Thames Chamber of Commerce will take over the overall control of the Local Excellence Markets from 1<sup>st</sup> February 2015. The criteria will remain the same as when the Choose Abingdon Partnership set up the markets, but may change in the future.

All traders MUST fall into at least one of the following;

“Within the area” refers to a 30 mile radius of Abingdon Market Place

- 1, The products being sold must be grown within the area
- 2, The products being sold must be made / produced within the area
- 3, Although the initial product is not made within the area, part of or the final product must be made within the area
- 4, The trader is an independent retailer with a premises in Abingdon.
- 5, The trader is independent, offers a service and is based in Abingdon, I.e. Photographer
- 6, You are an Abingdon based charity or community group who are NOT selling. You could provide information or with the relevant licence, hold a raffle.
- 7, You are a trader that sells a product which is not able to be produced within the area i.e. fresh seafood. The management team will judge any application from such a trader on an individual basis.

Last reviewed 30<sup>th</sup> September 2018

### Abingdon on Thames Local Excellence Market Terms & Conditions of trading

- 1, Bookings are only confirmed once a completed booking form is returned either by email or post. We do not take a verbal booking.
- 2, (from 2019) Invoices will be issued either at the beginning of the year for all markets booked & payment is due no later than 14 days before the first market booked, or on a market by market basis 1 calendar month before the market. Payment is then due no later than 14 days before the market.
- 3, You must provide us with a copy of valid public liability insurance at least 7 days before the market. This can be sent in paper form or via email.
- 4, All products sold must comply with the criteria of trading
- 5, The market will run between the hours of 09:00 – 14:00 in Winter, or 15:00 during the Summer.

6, You are able to set up from 06:00

7, All vehicles must be removed from the market place no later than 09:00 & can not return until after 14:00 during Winter, and 15:00 in the Summer

8, We advise that you do not park outside Natwest bank, except for loading / unloading

9, It is recommended that you display your food hygiene certificate if applicable

10, You are able to hire a gazebo for the day, these are allocated on a first come basis

11, We are unable to provide tables or chairs

12, If a trader wishes to cook at the market, appropriate fire equipment must be in place

13, If you have any special requirements regarding positioning, we will do our best to accommodate them, however we can not guarantee it

14, If a trader repeatedly does not turn up, despite making the booking, we reserve the right to charge the pitch fee 90 days in advance for future markets

15, Once a booking is made, we require a minimum of 28 days cancellation. Less than 28 days, the pitch fee & gazebo hire fees will be charged.

16, You are responsible for removing any rubbish from your stall appropriately

17, The management team reserve the right to turn down an application for a stall at the local excellence market if they feel it is in the best interest of the market & the town

18, The management team reserve the right to cancel a booking if a trader breaches any of these conditions

Last updated 30<sup>th</sup> September 2018