



Temporary Traders Guidance.

Thank you for showing interest in becoming a temporary trader at the Cornhill Market. Before you proceed with your application, please read all the information contained within this document.

Market Opening Hours: The market building is open to all traders from:

07:30 – 20:30 Wednesday – Saturday and 09:30-21:00 on Sundays.

The market is open to the public from:

09:00 – 19:00 Wednesday – Saturday and 11:00 – 19:00 on Sundays.

Trading Hours: All internal temporary traders are required to begin trading when the market opens to the public at either 09:00 or 11:00 on Sundays and to cease trading no earlier than 17:00 or 16:00 on Sundays.

Pricing and Terms: The internal Fixed Pop-ups are charged at £45 per day (VAT Included), all trading days of a single working week will be charged on the first day of trading via card. All traders are required to hold a £5,000,000 public liability insurance policy before they can trade.

Application Timeline: It may take the Market team 3 working days to assess your application and respond via email to the email address provided on the form.

Booking Process: Once your application has been received and the team has accepted that you meet the criteria set out below, they will contact you via email to discuss which days you would like to trade.

Prohibited Items: Live animals, counterfeit or 'fake' goods, Illegal substances and weapons (including firearms and accessories), Services such as acupuncture, ear and body piercing, tattooing and electrolysis, Explosive materials (including fireworks), Bulk gases, any item that is offensive to public taste and morals, e-cigarettes and/or vaping liquids, drug paraphernalia and beauty treatments.

Food Items: All food items will have to be prepared off site, our pop-ups do not have the capability to allow for hot food preparation. All Food traders will be required to provide their most recent 'Food Hygiene Ratings' and all associated information including being a registered food business with a Local Authority.

First day of trading: Upon arrival for your first day of trading you must call the market duty phone number, 07799470171, the duty officer will then come to let you into the building.

Health and safety: the duty officer will give you a health and safety brief before you begin setting up to trade for the day.

Access to the building: once the health and safety brief has been completed, license signed and the standing fees paid the duty office will give you an access fob that will allow access through the rear entrance of the building, a key to the cupboards within the stall.

Parking: Before 10am and after 4pm traders are allowed to park behind the building and use the trader's access to load and unload their vehicles. Between the hours of 10am and 4pm traders are required to move their vehicles from behind the building.

Shutters: The market duty officer will keep the keys of the shutters, they will always be on site and available on the phone, 07799470171. Please call them whenever you require your shutter opening or closing.

Shelving: If you require additional shelving please ask the duty officer and they will provide additional shelves.

Internal Fixed Stall: The fixed pop-ups provide shelf space and countertops with additional cupboard storage. We have two units available; both units are external facing with seating opposite and windows out onto City square.

