Pop-up Guidance

Thank you for showing interest in becoming a pop-up trader at the Cornhill Market. Before you proceed with your application, please read the information below.

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

07:30 – 19:00 Wednesday – Saturday and 09:30-18:00 on Sundays.

The market is open to the public from -

08:00 – 17:30 Wednesday - Saturday and 11:00 – 16:00 on Sundays.

Trading Hours: All internal pop-up traders are expected to begin trading when the market opens to the public at either 08:00 Wednesday – Saturday or 11:00 on Sundays and to cease trading no earlier than 17:00 Wednesday – Saturday or 16:00 on Sundays.

Pricing and Terms: Internal Fixed Pop-ups are charged at £45 ex vat per day. Discounts may be given to charitable organisations at the Managers Discretion. All trading days of a single working week will be charged on the first day of trading via card machine on site. 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 three working days to assess your application and respond via the email address provided on the form.

Booking Process: Once your application has been received and it has been confirmed that you meet the criteria set out below, the team 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 are 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 Rating' and all relevant 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 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. You must abide by our health and safety guidelines.

Access to the building: After arriving on site and calling the duty staff they will escort you to your stall. The corridor doors will be unlocked from 07:30-08:00 and 17:00-19:00 to allow access for setup and teardown.

Parking: Traders are permitted to park behind the building and use the traders access door to load and unload their vehicles before 10am and after 4pm only. Between the hours of 10am and 4pm, traders are required to move their vehicles from behind the building. The nearest car park is Lincoln Central Car Park, Melville Street, LN5 7HW.

Shutters: If the stall you occupy has a shutter and you wish to close it throughout the day for any reason, you will need to ask the duty officer on site by calling the market duty phone on 07799470171.

Shelving: If you require additional shelving, please ask the duty officer and they will provide additional shelves if any are available.

Internal Fixed Stall: The fixed pop-ups provide shelf space and countertops with additional cupboard storage.





Fresh Produce Stand: The fresh produce stand offers a full slanted countertop and cupboard storage under the counter.

