

MARKET DAY REGULATIONS

WELCOME TO OUR MARKET DAYS AT ROYAL HOLLOWAY

Market days at Royal Holloway Students' Union (RHSU) provide students and staff on campus a vibrant and engaging environment in which to shop, eat and chill out with friends.

To ensure the market runs smoothly we ask that all stallholders thoroughly read these regulations and understand their responsibilities along with those of the Students' Union.

In order to keep things clear here's a quick run down of definitions used in this guide:

RHSU - Royal Holloway Students' Union

Stallholders/Traders - Regular and casual traders that attend the market

Market Site - The location of the market including pitches

Pitch - An area designated for trading

RHSU Staff Member - Any individual employed or appointed by RHSU to act on its behalf for the purpose of running the market day

If at any point you're unsure of anything in this document or have a question about the market please get in touch via email at marketing@su.rhul.ac.uk and we'll be happy to help.

GENERAL REGULATIONS

1. These regulations shall apply to the conduct and organisation of the RHSU weekly Market Day held on Tuesday of each week during term time, and any other days when market traders are present.

2. Nothing in the regulations shall be construed as placing an obligation on RHSU to provide a market on each day referred to in the trading agreement, but it is agreed that RHSU will endeavour to provide the market on the days referred to, except where prevented from doing so by circumstances beyond its control. In order to meet this obligation RHSU may, at its absolute discretion, restrict, re-site or alter the layout of the market.

ALLOCATION OF REGULAR STALLS

3. Regular stalls shall be allocated by a RHSU staff member and confirmation in writing shall be given to the stallholder. For a list of pitch sites, see Appendix 1.

4. Every stallholder shall accept full responsibility for, and indemnify RHSU against, all claims for personal injury, damage to property, nuisance and any other damage or expenses by whomsoever the claim is made and from whatever cause, arising out of, or in connection with, the use and occupation of the site allotted to him/her. All traders must be covered by third party insurance, either by membership of The National Market Traders Federation (under their insurance provision) or by other arrangements. The minimum cover acceptable will be £5,000,000. Copies of public liability insurance certificates must be provided to RHSU before a stall/pitch is allocated and will be subject to annual inspection.

5. For the purposes of allocating stalls/pitches, RHSU will classify market traders as regular traders and casual traders, for the sale of specified goods. Traders new to the market will be included initially on the list of casual traders. Providing they prove a genuine interest in the market by good attendance and conduct they may be allocated increasingly greater priority on the list of casual traders and may eventually be transferred to the list of regular traders as soon as a vacancy occurs providing the general balance of trading lines on the market is not affected.

6. RHSU will, so far as practicable, ensure that regular traders are allocated the same

pitch on each market day. Regular traders must occupy their pitch by 09:30. Pitches not occupied by 09:30 may be allocated by RHSU at that time to casual traders in attendance in accordance with the order of priority indicated on the priority list. The decision of RHSU or its staff members on such matters will be final.

7. Traders will continue to trade from their stall until 15:00 unless otherwise authorised by a RHSU staff member. No trading activity will take place after 17:00 and the site must be cleared no later than 17:30.

8. All regular stallholders' vehicles must be removed from the market site and/or its approach roads by 09:00. No trader's vehicles will be permitted on the market site between 09:00 and 17:00. Between these hours vehicles must be parked away from the market site so as not to obstruct any highway, other public right of way or approach to the market site, in Car Park 4. To obtain a parking permit please liaise with a RHSU staff member.

9. Loading/unloading must be done from the yellow cross-hatched loading area next to the Students' Union. If for any reason the loading area is unavailable, safe measures must be put in place to divert traffic around the vehicle unloading/loading, using traffic cones and a member of staff to direct traffic.

10. Trader's vehicles will not be permitted to remain on the market site after 18:00.

11. Where stalls and awnings are provided by RHSU, traders will take all steps to ensure that the stall/awning is kept in good condition. If any deliberate damage is caused to the stall/awning during the time when it is in the trader's occupation, the trader will be charged for its repair/replacement.

12. Where traders are required to use electrical ancillary equipment due to legal requirements ie. Food Safety Regulations, Weights and Measures etc. The trader must provide to RHSU proof that their equipment has been checked by a qualified electrician every six months. No other apparatus will be permitted. Electrical wire must be secured to the ground with black and yellow hazard tape and covered by a trackmat.

*Any trader using unauthorised equipment, including lighting, will have that equipment disconnected and may face immediate removal from the market.

13. Traders will be responsible for making good to the satisfaction of RHSU any damage which they may cause to RHSU's property during their occupancy of a stall or pitch.

14. A stallholder must be in attendance at their allocated site at all trading times unless his/her absence has been approved by an RHSU staff member.

15. Regular stallholders will be permitted to take up to four weeks leave of absence (for holidays) etc in each financial year without their privileged position as a regular trader being affected, provided that at least two week's notice in writing is given to RHSU of the period of absence.

16. Traders who rely on vegetable crops or other seasonal produce who cannot guarantee a supply of goods for their stall due to unforeseeable weather conditions may be allowed exemption from the requirement in 14 above, and be able to continue as a regular trader at the discretion of RHSU.

17. Three weeks unapproved absence by a regular trader in a period of thirteen weeks could result in the loss of their regular trading position.

TIDINESS/LAYOUT OF THE MARKET

18. Stallholders are responsible for ensuring that all waste is cleared away with them at the end of the day. Waste must not be left in RHSU's own bins.

19. Each stallholder will be expected to tidy any waste at regular intervals throughout the market day in order to keep the refuse/litter around his/her stall/pitch to a minimum. If refuse/litter is left under or around a stall/pitch at the end of a market day, the trader who occupied that stall/pitch may be given a written warning and if he/she persists may be taken off the list of regular stall/pitch holders.

20. Any tables or chairs provided are the property of RHSU and must be used only for the market day and must not be taken from the site.

21. A stallholder must not make any material change in the class of goods sold as indicated in his/her registration document without first obtaining the written consent of RHSU.

22. While every effort will be made too avoid clashes of lines, RHSU does not give any guarantee that stallholders selling similar goods will not be adjacent to or in the same vicinity of each other.
23. No stallholder shall keep any live animal at his/her stall/pitch with the exception of guide dogs.
24. All facilities on the market site belonging to RHSU for the use of stallholders shall be used only for the purposes for which they were provided. The cost of the repair of any damage caused to these facilities by a trader will be recharged to that trader.
25. No person shall, without the permission of a RHSU staff member, post or display any bill, placard or poster, or have additional staff flyering to promote the stall.
26. Charges for use of stalls and pitches shall be fixed by RHSU and reviewed annually.
27. All fees and charges shall be payable on the day of occupation of a stall/pitch collected by an RHSU staff member, and no arrears will be permitted.
28. A stallholder and the persons employed by him/her shall conduct business in an orderly manner and shall not ring any bell or blow any horn or play any radio or amplifying equipment or use any other noisy instrument to attract the attention or custom of any person to any sale or to any goods intended for sale. Where amplification is required in order to conduct business this shall be permitted at the discretion of RHSU.
29. A stallholder and the persons employed by him/her shall not engage in conduct which causes or is likely to cause nuisance, harassment, alarm or distress to others nor incite or encourage others to act in such a manner.
30. A stallholder shall comply with any directions of RHSU or its staff members on all matters affecting the conduct of the market. Failure to do so may result in the disqualification of the trader concerned from occupying a stall or pitch on the market.
31. Traders conducting from any stall or pitch a food business as defined by the General Food Hygiene Regulations 1995, and Food Safety Act 1990 and any subsequent legislation shall comply with such legislation.

32. Any complaints with regard to the general operation of the market should in the first instance, be raised with the RHSU staff member and thereafter, if necessary, be sent in writing to RHSU's Marketing and Communications Manager.

33. Traders will be allocated specific areas on the market and must confine their trading activities on the market site to these areas. The placing of merchandise or other items belonging to, or associated with, traders in any part of a roadway or passage on the market site, which is not part of their stall or pitch, for longer than is reasonably required, in the opinion of an RHSU staff member, for the loading or unloading of goods is forbidden.

34. Traders will make themselves aware of the Fire and Emergency Precautions for the market day and may be required to participate in exercises or briefings, to ensure that fire and emergency procedures and requirements are being complied with to the satisfaction of the Fire Service and RHSU.

35. Traders shall comply with all statutory and other provisions, including Trading Standards. Consumer Protection and Health and Safety at Work Act requirements the Industry Guide to Good Hygiene Practice Markets and Fairs Guide ISBN 1-902423-00-3, to be observed and performed in connection with the market and the sale of goods.

36. Traders shall ensure that all staff employed by them are legally entitled to undertake such work, either by age, qualification or residency.

37. Traders will fully comply with all regulations and general laws which affect the conduct of their business.

38. The decision of an RHSU staff member on interpretation of these regulations shall be final.

39. These regulations may be amended by RHSU at any time.

40. The sale or display of any items or products which, in the opinion of RHSU or a member of staff, are likely to cause public offence or pose a threat to public safety, will not be permitted.

DECLARATION

Stallholder Print Name: _____

Stallholder Signed: _____

Date: _____

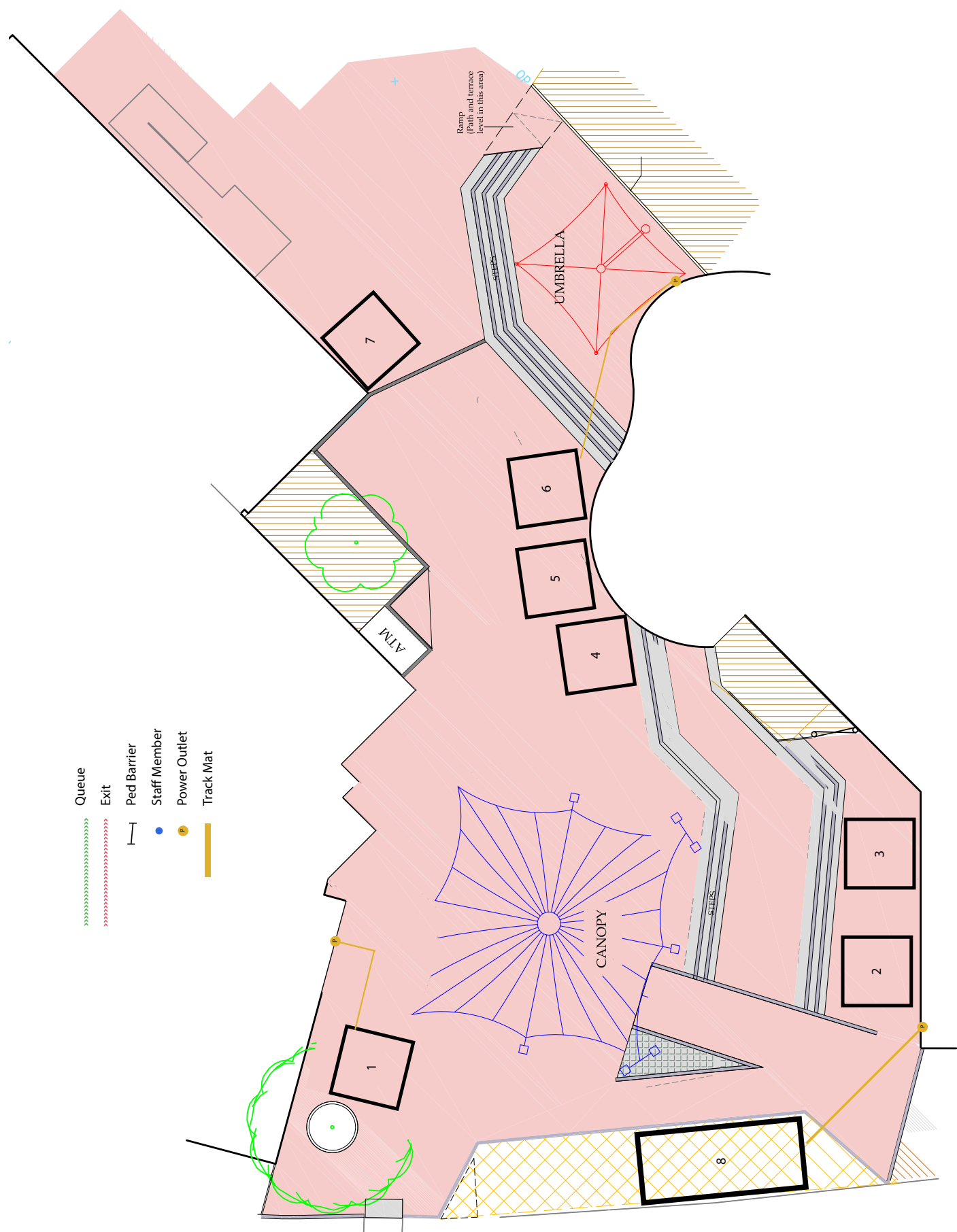
RHSU Print Name: _____

RHSU Signed: _____

Date: _____

This document is required to be signed and sent to marketing@su.rhul.ac.uk, or handed in to the Union Helpdesk, before a stallholder can begin trading at market days.

APPENDIX 1 - OUTDOOR SITE MAP AND PITCHES



APPENDIX 2 - INDOOR SITE MAP AND PITCHES

