



BRIXTON MARKET TRADERS FEDERATION
COMMUNITY INTEREST COMPANY
a company created by market traders for the community

The Great Brixton Bake-Off III
Saturday 13TH June 2015
Brixton Station Road, London SW9 8PD

Hello

And thank you for expressing your interest in having a pitch at The Great Brixton Bake Off III.

In this information pack you will find details on 'how to apply', 'procedures for food stall holders', 'market rules' and a FAQ section. If you have any further questions please contact bakeoff@brixtonmarket.net or visit our website www.brixtonmarket.net

We look forward to meeting with you on the day.

Yours Sincerely,
Stuart Horwood,
Chief Executive Officer,
Brixton Market Traders' Federation CIC

How to Apply for a Pitch

1. If you are a home caterer wanting to sell food on the day please see the 'Procedures for Food Stall Holders' in this information pack and make sure you are willing to fulfil the requirements
2. Fill in the attached application form and e-mail to Monica Mosqueda at bakeoff@brixtonmarket.net
3. Apply for public liability insurance if you do not already have it. You can call Hayes Parsons on 0117 929 9381 or The National Market Traders' Federation on 01226 749021, Combined Market Traders Insurance Association on 020 8102 9400, or your local insurance broker. You can still apply without insurance, though you must have your insurance certificate with you on the day of the market

Procedure for Food Stall holders

Stall Holders must have the following completed prior to the day of the market:

1. Complete a Food Hygiene Certificate for caterers:

This can either be done online (see link below) or via Lambeth council. The online course can be completed at any time and a certificate will be sent out the next day.

<http://www.food-certificate.co.uk/catering/online-food-hygiene-for-catering.aspx>

2. When you have completed the course and received your certificate you need to register your business with Lambeth council. If you are outside of Lambeth you need to check with your local authority. To register your business please fill in the 'Home Caterers Registration Form' attached form and return to Lambeth council.
3. Once you have a registered if necessary, a council inspector will come to your home and assess your kitchen. It can take up to 28 days for someone to come to visit you. Please ensure that you register as soon as you have completed your food hygiene course to enable you enough time for the market. You will find more information in the 'A Home Catering Business Start-up letter attached in this pack
4. Public Liability Insurance. Please see above

FAQ's

Will I have to pay for my market pitch?

Yes £50

What size is the market pitch?

The maximum pitch size is 8 feet by 8 feet (2.4 metres by 2.4 metres)

What are the stalls like?

Our stalls look like this



The board is 8 feet by 4 feet (2.4 by 1.2 metres)

The frame is 6 feet 6 inches (2 metres) high

The stall is approximately 7 feet (2.1 metres) from the front upright to the back

The board is 3 feet (90 cms) from the ground

From the board to the top is 3 feet 6 inches (1.05 metres)

The front overhang is 3 feet (90 cms) and must be kept clear

Do you want your stall without the board? No problem! Just let us know at least one day before you come to the market

Can I run a workshop on my pitch?

Yes. If you are running a children's workshop you must have a CRB check and show us your certificate

What is the minimum age to have a stall?

18yrs

What do I need to do to get my stall up and running?

If you are a home catering business please see the 'Procedures for Food Stall Holders' in this pack and complete information. Basic things you will need are stock, a table cover, signage and any promotional material you may have. A list of what to bring on the day will be e-mailed out to you prior to the market.

Do I get a market stall?

Yes. We provide you with a stall frame, plastic cover, and table. Please bring along a chair if you need to and cover for your table

Do I need to register a business name?

No. However if you would like to please see www.companieshouse.gov.uk for more information.

Do I need any licenses or permissions to be able to sell on the day?

All stall holders must have public liability insurance. If you are having a food stall then you must have the required food hygiene certificates. Please see the 'Procedures for Food Stall holders'

Do I need to show any documents in advance?

Yes. Please bring original copies of your public liability insurance. If you are a caterer please bring your registration and food handling certificates

What to bring on the day

Stock

Decorations

Table Cover – Please bring double the size of the table

A cash float about 20 pound coins, a couple of pounds in silver and a few £5 notes.

Bags

A chair (if you'd like to sit down during the day)

Your public liability insurance certificate

Your food and Hygiene Certificates (for food vendors only)

Your own flyers and business cards

Any promotional material you may have

Will I need public liability insurance?

Yes. As a minimum requirement trader's will need to provide a copy of their valid public liability insurance and employer's liability insurance if you have anyone helping you on the day

Where do I get public liability insurance?

Hayes Parsons seems to have the best rate. Contact them on 0117 929 9381 or National Market Traders' Federation on 01226 749021, Combined Market Traders Insurance Association 020 8102 9400. Please see the attached section on 'How to Apply for a Pitch' section in this pack for further details.

Do I have to pay to reserve a pitch?

No.

What hours will the market run?

10am-5pm (8 - 9.30am is to set up & 5 - 6.30 is knocking down time)

Can several stallholders share a stall?

Yes, though this is at the discretion of the market organisers

How are you going to select stall holders?

1. Variety

2. If the applications exceed the number of stalls available then it will be a first come first served basis and a 'reserve' list will be created. If the first applications are of a similar nature then we will seek 'variety' through the reserve list.

When will I hear if I have been given a stall?

Within a week of applying

Are there lights?



There is a light cable that runs across the front of the stalls. Please bring your 7 of your own 11watt **bayonet** bulbs. We are very environmentally aware so we only allow energy saving light bulbs. Watt energy-saving bayonet bulbs on each stall.

Is there an electricity supply?

Sorry, we currently cannot supply electricity for this market, and you cannot use generators. This is something we are working on for the future

Can I bring a car or van into the market?

Station Road is a public highway and access is very limited. Station Road (and the market area in general) gets easily congested. Please treat Station Road as a one-way street and enter from the junction with Gresham Road by the Fire Station.

PLEASE DO NOT ATTEMPT TO ENTER STATION ROAD FROM THE HIGH STREET END OR WILTSHIRE ROAD AS THIS WILL CAUSE ACCESS PROBLEMS!

Vehicles can be driven into Station Road between 8am and 9am to unload your stock and equipment but must be driven away as soon as unloading is quickly completed.

You may bring your vehicle into Station Road any time after 5pm to load your stock and equipment. Drive away as soon as loading is quickly done, there will be a lot of other people wanting to drive into Station Road.

Where can I park my vehicle?

Parking in Brixton town centre is very limited and mainly short-term. <http://www.lambeth.gov.uk/parking-transport-and-streets/parking/where-you-can-park-guide> for a parking map of Brixton

The traffic wardens in Brixton are very efficient and will ticket any illegally parked vehicle on sight.

Will there be lots of stalls selling the same things as me?

Trading space is limited for this market. We aim to have as much variety as possible.

Can I trade with the Brixton Pound?

Yes. We fully support the use of the Brixton Pound and encourage you to use it. For more information please go to: <https://brixtonpound.org/>

How do you publicise the market?

Local and national media, Website, Facebook, Twitter, flyers, event websites, posters & verbal communication. Please help us get the word out there!

Do you have any publicity materials I can hand out to advertise the market?

Yes flyers and posters will be e-mailed to those on e-mail.

What do I do with my rubbish?

It's your responsibility to leave your pitch clean at the end of the market. All rubbish must be bagged up ready for collection by the street cleaners.

What if my circumstances change and I can no longer be there on the day:

a) If I find out after I've applied.

b) If I find out after I've been allocated a pitch?

Please let John Gordon know immediately so we can give your pitch to someone on our reserve list. **Contact John via e-mail** info@brixtonmarket.net or **mobile: 07944787336**

Is there a full set of rules for Brixton Bake Off III?

Please see below for the complete rules.

These Rules ('the Rules') apply to all those (the 'Trader' 'you' 'your') who sell at the 'Brixton Bake Off ('the Market') run by Brixton Market Traders' Federation CIC ('we' 'us' 'our' 'the CIC').

- 1. PRODUCER-ONLY** The trader named in the application must make, design, grow or gather everything you sell. You must attend the Market. The term Trader includes you, your family, and employees who are directly involved in trading.
- 2. PERMITTED PRODUCTS** You may apply to sell clothing, jewellery, fashion accessories, household items, artwork, fresh fruit, fresh vegetables, herbs, flowers, and plants. All items for sale must be of merchantable quality. You must ask our permission to sell any items not listed here and any items not listed on your application. Items for sale on your application must be compatible. We may invite you to sell only certain items listed on your application
You must not sell any alcohol products, tobacco products, bladed articles, bladed implements, or any other illegal products under any circumstances
- 3.** You must only sell items contained within your designated pitch. The maximum pitch size is 8 feet by 8 feet (2.4 metres by 2.4 metres). No goods or display may be hung from the stall's front overhang
- 4.** Pitches will be allocated at the sole discretion of the CIC
- 5.** You must grow any flowers and plants you sell. You must make any flower arrangements yourself from your own plants. Where it is legal, you may gather plants, flowers, and herbs from the wild.
- 6.** You are responsible for complying with all laws and regulations regarding the production, preparation, labeling, display, storage, sampling, and sale of goods.
- 7.** You must clearly label prices and provide information about your methods of production.
- 8.** You must not sell before or after Market hours 8am to 6pm
- 9.** You must vacate your pitch by 7.30pm
- 10.** You must bag up all waste and keep your space clean. You may not use public bins for waste or unsold produce. Bagged rubbish will be collected at the end of trading hours. You will be liable for clean-up costs.
- 11.** You must provide a copy of your valid public liability insurance certificate and if applicable valid employers liability insurance certificate. We will also need to see the original documents on the day. You will not be allowed to trade without valid documents.
- 12.** Prepared food sellers must provide a copy of your valid food hygiene certificate and a copy of your valid food preparation certificate. We will also need to see the original documents on the day. You will not be allowed to trade without valid documents.
- 13.** We may exchange information about your business with Trading Standards, Environmental Health officers and other government agencies.
- 14.** You agree:
 - Your contract is with us only
 - You have no right of tenancy whatsoever

The CIC's decision on these Rules and all other matters concerning the market is final. You agree to abide by our decisions promptly