



General Code of Event Operations

Personal Licence/Licensing Laws

We currently have 1 member of staff who holds a personal licence and will apply for Temporary Events Notices in our company name. We ensure that all events that we operate where the sale of alcohol is involved comply with the current legislation.

Hygiene Controls

All of our staff members have undergone Food Hygiene Awareness Courses. We are always happy to talk to local EHOs before events to ensure that all

Health and Safety

All of our employees have been instructed in basis Health and Safety rules and regulations.

We monitor both the temporary structures and the practices of our traders to ensure that they comply with regulations in these areas.

Electricity

We use only silent diesel fuelled generators in accordance with government legislation. We ensure that all cables are safely positioned and that the correct weather proof fitting are used throughout. All electrical equipment supplied by ourselves will be P.A.T tested.

Insurance

We currently hold combined public and employees liabilities Insurance with ATD General. A copy of which is available on request. We further request that each individual trader working with us holds a public liability insurance of no less than £5 million.

Details of traders insurances are requested in booking forms. A trader or business will not be accepted onto one of our events if they do not provide details of their public liability insurance. Furthermore, it is stated in our terms and conditions that a stall holder must present evidence of current public liability insurance on request at an event.

Traders

The Free Marketeers gives priority to original, traceable, homemade, handmade and ethically traded products. We do not accept products that we feel might detract from the level of excellence that we strive to maintain.

Traders should have an in depth knowledge of their product, thus being able to give correct and relevant information to the customer.





Applications from Traders

We do ask, however, that traders are specific about the products that they will be selling when completing event booking forms.

A precise description of goods will help us to create a balanced market where products complement one another rather than create direct competition.

Stalls

In general, we ask traders to provide their own stands for our events, although we do provide a hire service and will insist that trader hires in a stall, if we feel that their own stall is either unsafe or unsightly.

Looking the Part

Presenting an original and 'colourful' product is important, but of equal importance is the presentation of the stalls themselves. We do not stipulate a stall type, nor indeed a uniform depth size (although 3M and in some instances 3.5M will be a maximum), but we do insist on an attractive exterior. 'Pop Up' Gazebos, Umbrellas and Metal Frame Constructions are all welcome, but all exterior skins must be clean and snug fitting. Thus, no tarpaulins clamped into place with unsightly bunching in the corners. We want our markets to look great from a distance as well as close up.

Operations – Trader Info and Licences

A full list of traders is sent to the town in advance together with specific information on traders that may be of interest to Environmental Health Officers. Where individual licences are concerned, Market Square Group collates all applications and sends them on to the town's licensing team.

The town will also be informed of the total space requirement prior to the event.

Risk Assessments

It is our standard practice to provide a risk assessment for all venues after an initial site inspection and liaison with the town's representative. We do ask that any special detail required by individual venues be made known to us in good time.

Power on Site

The positioning of generators for the duration of the event will be decided upon after the initial site inspection and liaison with the town's representative.

Setting Up and Breakdown

Agreed times for setting up, vans off site and breakdown will be established with the town prior to the event.





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Advertising

Market Square Group will undertake to produce and install all advertising materials although we often find that Town Centre Managers can co-ordinate the distribution of leaflets and the erecting of banners more effectively based on their local knowledge. Any assistance in this area is very much appreciated.

On Site Responsibilities

At least one representative of Market Square Group will be on site at all times during an event. This person or these persons will be named in the risk assessment.

Specific Requirements

We appreciate that each town and market venue will present their own peculiarities and endeavour to identify these through site inspections and consultation with the town representative to call upon local knowledge.



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