Manchester Christmas Markets 2017
Site Specific Traders Information - Appendix 1
St Ann's Square

Location: St Ann's Square, Manchester. M2 7HQ

Trading Dates: Friday 10th November – Wednesday 20th December 2017– (41 days)

Trading Times: 10am – 7.30pm November
10am – 8pm December
Bar area 9pm each night.

Market Set-up (Bump-in)
The houses will be in place and ready for your final fit out by 8.00am on 06th November 2017. If houses are in place before this date, we will telephone you so that you can have access to your house sooner.

Vehicle Access on site – 6th November – from 7am:
There will be a staged entry of trader's vehicles to unload house fit-out equipment, maximum stay 30 minutes. All vehicles must be off site by 11am; however, you may continue to fit-out your house overnight. On arrival please report to Showsec Security who will oversee your access to site.

When fitting-out your house, you are required to secure the entire site you are to work in and prevent other traders and/or members of the public from entering.

You will require 2 padlocks to secure your house.

Market Closure (Bump-out)
Vacating your house – The market will close at 8pm on 20 December 2017. Please ensure all goods / fixtures & fittings are removed from your house by 10pm on 20 December. The houses will be removed from site shortly after this time. Please remove all padlocks. Any items left on or in the houses will be disposed of.

On the last day of the market please dispose of your rubbish in the bag provided and leave at the designated collection point. All display equipment must be removed by the trader and not left on site. Traders leaving rubbish and unwanted display equipment on site will be charged for its removal.

All catering traders and those selling food products (i.e. cheese or sweets) which may create or cause grease to develop on surfaces must provide suitable floor coverings for houses and arrange for the house to be professionally cleaned before vacating the house.

Access
During the trading days of the market vehicles will only be permitted on site outside trading hours, from 10pm to 8am. All deliveries must be made during these times. Trader's vehicles and delivery vehicles must not park on the paved area around St Ann's Square.

Access via St Ann's Street: Enter St Ann's Square from St Ann's Street (one way) off Deansgate.

Manchester Christmas Markets 2017
Site Specific Traders Information - Appendix 1
St Ann's Square

Access via St Mary's Gate: Enter St Ann's Square from St Mary's Gate off Deansgate. Turning right into St Ann's Square, the bollards will be operated by Showsec Security during loading / unloading times. Please ask them to meet you at the bollards to facilitate your entry.

Warning! - Do not follow other vehicles through the automatic bollards, vehicles that tailgate buses/other vehicles for access are often severely damaged. Should this happen, you will be liable for any damage and may be charged for repairs to the bollards.

When entering onto the pedestrianised walkway (Exchange Street leading onto St Ann's Square) please use your hazard lights and drive at no more than 5 mph. At the request of the market management or market security personnel all vehicles must be removed from site IMMEDIATELY.

Power
Electric power supplies/ lighting will not be available when you set up and when you vacate/dismantle your house. If you require power, please arrange for your own temporary supply or use battery powered tools.

During trading days, generators will be turned on at 9.45am and off at 9.45pm.

Refuse Collection Point
Traders will be given one City Council refuse sack per week. Please request your refuse sack from security. Council refuse sacks should be used for general waste only. Traders must remove all additional and trade waste from site to be safely, and responsibly, disposed of.

All refuse is to be placed in Council refuse sacks, sealed and taken to the refuse collection point: Markets refuse collection trailer (located in the loading bay on St Ann's Street – opposite the Gap store). Please see attached map.
- Individual traders are responsible for removal of excessive amounts of refuse.
- Traders must not use the public litterbins for the disposal of commercial refuse.

Recycling Collection
Each day our recycling collection trolley will call round to collect your recycling, please have it ready for collection.

Water
Water is available via a tap in St Ann's Square traders' compound.

Foul water – sorry there is no provision for the disposal of foul water in this location on the market. Traders must remove all foul water from site and dispose of it in a suitable and responsible manner. Any trader found disposing of foul water down the drain in and around site may incur an instant Penalty Fine. Manchester Markets is powerless to intervene if a Penalty Fine is issued.

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Site Specific Traders Information - Appendix 1
St Ann's Square

Fire Assembly Point

In the event of a fire and the evacuation of site (if it is safe to do so) please assemble outside:

St Ann's Church – outside GAP

