Manchester Christmas Markets 2017
Site Specific Traders Information - Appendix 1
Exchange Street

Location: Exchange Street, Manchester. M2 7HA

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 8am on 3rd November 2017. If houses are in place before this date, we will telephone you so that you can have access to your house sooner.

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.

Electric power supplies and lighting will not be available when you set up. If you require power, please arrange for your own temporary supply or use battery powered tools. You will require 3 padlocks to secure your house.

Market Closure (Bump-out)
Vacating your house – please ensure all goods / fixtures & fittings are removed from your house by 9pm 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.

Electric power supplies/lighting **will not** be available when you vacate/dismantle your house. If you require power please arrange for your own temporary supply or use torches.

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.

Your house/pitch and the surrounding area must be left clean and tidy, with all refuse bagged & taken to the collection point.

Access
Vehicles are only permitted onto Exchange Street to load and un-load – maximum stay 30 minutes.

No parking is permitted on Exchange Street. Please contact Showsec Security located in St Ann's Square to let them know what your arrival time will be in the morning and they will meet you at the bollards to facilitate your entry onto Exchange Street.

Access times: 10pm to 9am. The exit bollard automatically drops in the morning to allow you out.

Warning! - Do not follow other vehicles through the automatic bollards, vehicles that tailgate 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.

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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 9.30am and off at 9.30pm.

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.

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

