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

Location: Brazennose Street, Manchester. M2 5AS

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 07th 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.

You will require 2 padlocks to secure your house.

Market Closure (Bump-out)
Vacating your house – The market will close at 8pm on 20th December 2017. Please ensure all goods / fixtures & fittings are removed from your house by 9pm. 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.

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

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 bump-in, there is no vehicle access onto Brazennose Street from Deansgate.

Warning! – Vehicles must not park on the pavement or area outside Centurion House. This area is covered by CCTV cameras and traders identified parking in this area will be charged for any damage caused (The cost was over £1.5k to repair the damage in 2012).

During trading times no vehicles are permitted onto Brazennose Street.

The only access for traders to unload from a vehicle is via Queen Street from Deansgate. At the end of Queen Street is a short stay car park. Traders will be required to purchase a parking ticket to use these spaces to unload. Please see map.

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All goods will need to be hand-balled from here to the stalls. We would recommend that you consider bringing a trolley with you to help with this process. At the request of the market management or market security personnel all vehicles must be removed from site IMMEDIATELY.

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 must fit inside the Council refuse sack, these are to be sealed and taken to the refuse collection point on Queen Street, 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.

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, power will be turned on at 9.45am and off at 9.30pm.

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:

Centurion House on the corner of Brazennose Street and Deansgate

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