Manchester Christmas Markets 2023
Site Specific Traders Information - Appendix 1
Piccadilly Gardens

Location: Piccadilly Gardens, Manchester. M1 1LQ

Trading Dates: Friday 10th November 2023 – Thursday 21st December 2023

Trading Times: Food & Drink – 10.00am - 9.00pm (6.00pm on final day)
Craft & Gift - 10.00am – 8.00pm (6.00pm on final day)

Market Set-up (Bump-in)

Unless otherwise stated personally, houses / pitches will be in place and ready for your fit out from **4.00pm on Thursday 2nd November 2023**. If houses / pitches are in place before this date, we will telephone you so that you can have access sooner.

You will require 3 padlocks to secure your house.

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.

Market Closure (Bump-out)

Vacating your house – please ensure all goods / fixtures & fittings are removed from your house by 8.00pm on Thursday 21st December 2023. 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 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 traders 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 thoroughly cleaned before vacating the house.

A cleaning fee of £300.00 will be charged for excessive grease & debris.

Access

- **No vehicles are permitted on site during trading times.**
- **No vehicles on are permitted on the boardwalk at any time.**
- Permitted access times may be subject to delay, depending on the number of pedestrians and/or other traders' vehicles on site. The health and safety of members of the public is of the utmost importance.
- Piccadilly is a vehicle-restricted area, therefore traders are required to:
  - Drive at a maximum speed of 5mph.
  - Use hazard warning lights.
  - Unload vehicles as quickly as possible. Vehicles must be removed from site before stalls are set up. Loading times: a maximum of 10 minutes per vehicle.
- Traders must avoid driving across tramlines. Traders should be prepared to handball / use trolleys to transport goods to and from their stall from the paved area of Piccadilly. If the need to drive across tramlines arises then traders must adopt additional safety precautions as follows:-
  - Vehicle to be accompanied by a banks-man in high visibility clothing.
  - Slow down and ensure no trams are within view of the proposed tramline crossing.
  - Minimise the time that you are required to spend on tramlines – take the shortest possible route.

- Ensure you are accompanied by someone looking out for oncoming trams and other obstructions.
- Be observant at all times. Listen out for oncoming trams and other traffic / pedestrians.

- **At the request of the market management or market security vehicles must be removed from site IMMEDIATELY**.

Power

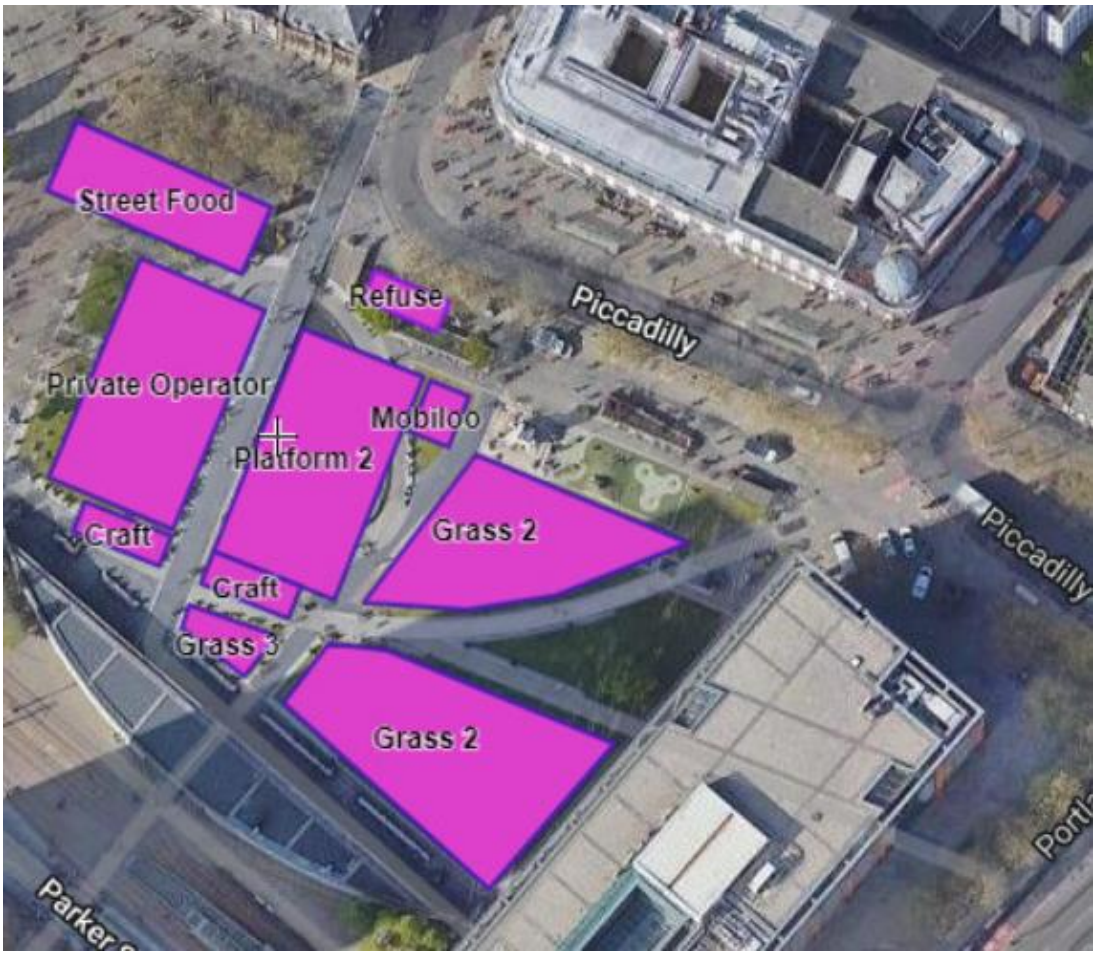
Electric power supplies / lighting will not be available when you set up and when you vacate/dismantle your house. If you require power, please arrange for your own temporary supply or use battery powered tools.

During trading days, generators will be turned on at 8.00am and off at 10.00pm.

Refuse Collection Point

Refuse is to be taken to the **Refuse collection point: Against the Triangular Prism sign at the entrance of the market area** (Oldham Street Side), after market closure at 9.00pm

- Individual traders are responsible for removal of excessive amounts of refuse.
- The waste container is strictly to be used for cardboard only. There will be separate waste bins provided for general waste.
- Traders must not use the public litterbins for the disposal of commercial refuse.
- Traders are required to keep their stalls and surrounding area clean and tidy.
- Ollecco waste oil bins will also be provided at this location.



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Water

Water provision – there are no permanent feeds but water will be given via a standpipe each day; you will need suitable containers to do this. This wll be available between 8.00am – 9.30am each day

Foul water – 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.

Fire Assembly Point

In the event of a fire and the evacuation of the market area, please assemble:-

On the paved area next to the statue of Queen Victoria.