# Manchester Christmas Markets 2023
# Site Specific Traders Information - Appendix 1
# St Ann's Square

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

**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 will be in place and ready for your fit out from **8.00am on Monday 6th November 2023.**

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.

The vehicle access on site in St Ann's Square is from St Mary's Gate only (M1 1PX) where there are automatic bollards. They will drop for vehicles between the hours of 06.00am to 9.30am each day. We cannot overide this.

## Market Closure (Bump-out)

Vacating your house – The market will close at 6.00pm on 21st December 2023. Please ensure all goods / fixtures & fittings are removed from your house by 8.00pm on 21st 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.

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

## Access

During the trading days of the market vehicles will only be permitted on site outside trading hours, from 10.00pm to 8.00am. 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: There will be no vehicular access to St Ann's Square from here but it is a handy drop off point for stock and equipment.

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.

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**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 8.00am and off at 10.00pm.**

## Refuse Collection Point

Traders must remove all additional and trade waste from site to be safely, and responsibly, disposed of.

All refuse is to be placed in 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.
- Please use green 'Ollecco' bins for used oil so that it can be recycled into bio-diesel. Water cannot go in here.

## 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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## Fire Assembly Point

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

