

Manchester Christmas Markets 2023
Site Specific Traders Information - Appendix 1
Exchange Square

Location:	Exchange Square, Manchester, M3 1BD
Trading Dates:	Friday 10 th 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)

Food & Drink traders will have access to their houses / pitches from 8.00am on Monday 6th November 2023, unless personally instructed otherwise.

Craft & Gift trader's houses will be in place and ready for fit out by 8.00am on Tuesday 7th November 2023.

If houses are in place before this date, we will telephone you so that you can have access to your house sooner. Please strictly adhere to the dates above.

You will require 2 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 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 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

There is no vehicle access to Exchange Square. The only access for traders to unload from a vehicle is from the loading bays in Cateaton Street from Deansgate. Please see map.

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.

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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.

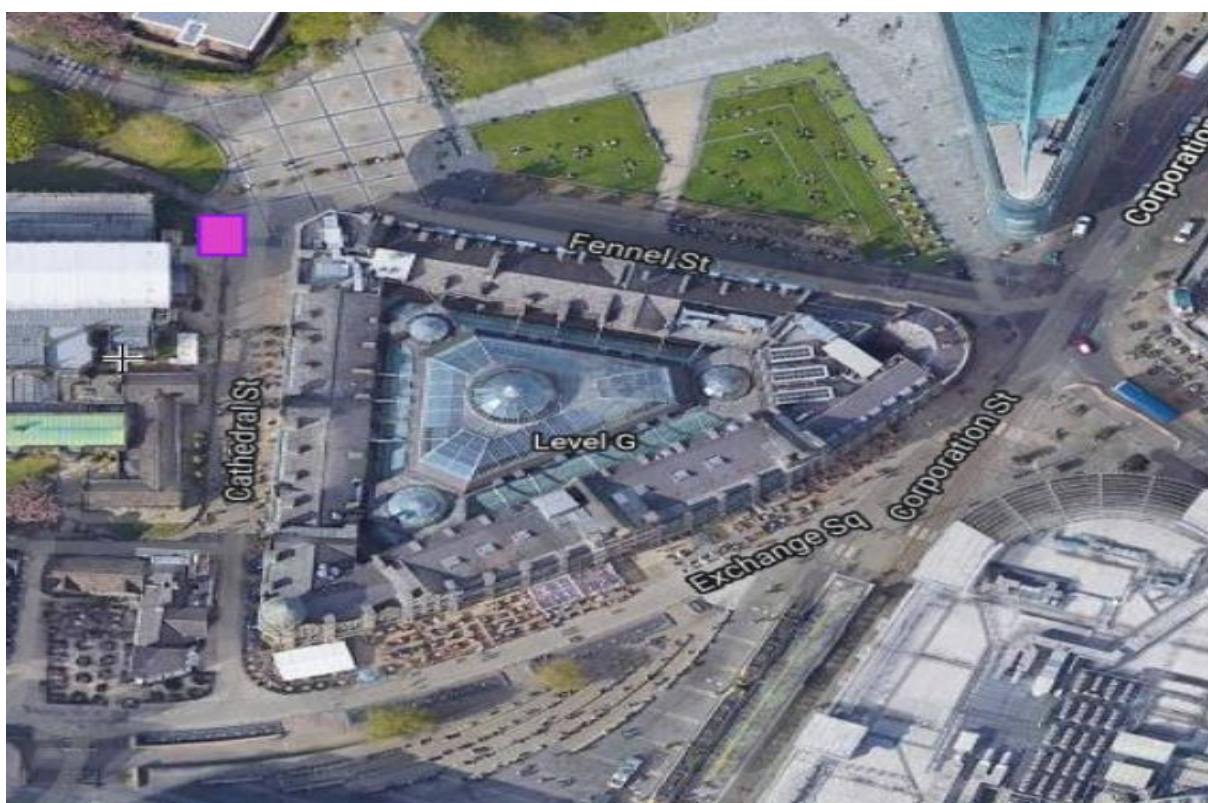
Water

Water is available via a standpipe that we will arrange to be accessible between 9am – 10.00am each day. Water will not be available at any other time, so please make arrangements to have an adequate supply for the day. Additional Water Provision – available via a tap in St Ann's Square traders' compound.

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.

Refuse Collection Point

Individual traders are responsible for removal of refuse.
Traders must not use the public litterbins for the disposal of commercial refuse.
Waste must be placed into the unit on Cathedral Street. NO BAGS to be placed at previous collection area. This is in order to reduce staining on pavements etc.



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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:

Outside 'NEXT' – Corner of Corporation Street and Withy Grove

Key:

- Fire Evacuation Assembly Point
- Refuse Collection Point
- Pedestrianised Area

