

Manchester Christmas Markets 2023
Site Specific Traders Information - Appendix 1
New Cathedral Street

Location:	New Cathedral Street, Manchester. M1 1AD
Trading Dates:	Friday 10 th November 2023 – Thursday 21 st 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 final fit out from **8.00pm on Tuesday 7th November 2023**. If houses are in place before this date, we will telephone you so that you can have access sooner.

Vehicle Access on site – 7th November 2023 – from 8.00pm:

There will be a staged entry of trader's vehicles to unload house fit-out equipment, maximum stay 30 minutes. All vehicles must be off site by 11.00pm; however, you may continue to fit-out your house overnight. On arrival please report to Showsec Security (based in St Ann's Square) who will oversee your access to site.

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 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.

Vehicle Access on site – 21st December - at the end of the market – from 7.00pm

There will be a staged entry onto site to remove stock and fittings – vehicles are permitted on site to load only. Vehicles are not permitted to park on site whilst packing-up stock and removing fittings. Vehicle access will be managed by Showsec Security.

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.

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.

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

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Access

Access to the market will only be permitted outside the working hours of surrounding shops. Access will be facilitated by Showsec Security (located in St Ann's Square) who will oversee your entry onto site between 10pm and 8am. Maximum stay 30 minutes to unload.

Only cars and transit vans are permitted access onto New Cathedral Street. Larger vehicles will not be allowed on site. Permitted access times to this site are subject to the volume of members of the public in this area and take account of Health and Safety concerns and regulations. At the request of the market management or market security personnel all vehicles must be removed from site IMMEDIATELY.

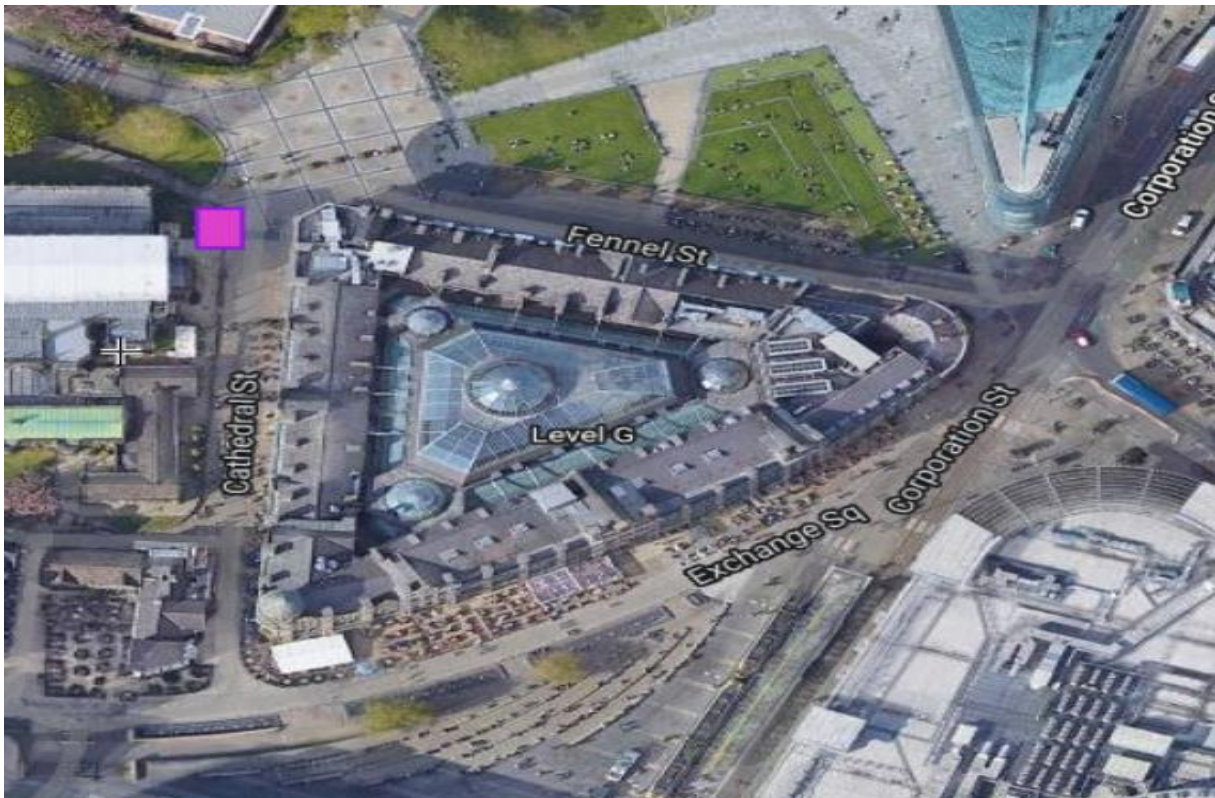
Power

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

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 (if it is safe to do so) please assemble outside St Ann's Church:

