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

Location: Exchange Street, Manchester. M2 7HA

Trading Dates: Friday 10 November 2023 – Thursday 21 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 be given their arrival dates seperately.

Craft & gift houses will be in place and ready for your final fit out from **Saturday 4th November 2023 at 8.00am.** If houses are in place before this date, we will telephone you so that you can have access sooner.

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.

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.

Electric power supplies and lighting will not be available when you set up. If you require power, please arrange for your own temporary supply or use battery powered tools. You will require 3 padlocks to secure your house.

Market Closure (Bump-out)

Vacating your house – please ensure all goods / fixtures & fittings are removed from your house by 8.00pm on 21 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.

Electric power supplies/lighting **will not** be available when you vacate/dismantle your house. If you require power please arrange for your own temporary supply or use torches.

On the last day of the market please dispose of your rubbish or leave it 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.**

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

Access

Vehicles are only permitted onto Exchange Street to load and un-load – maximum stay 30 minutes.

No parking is permitted on Exchange Street. Please contact Showsec Security located in St Ann's Square to let them know what your arrival time will be in the morning and they will meet you at the bollards to facilitate your entry onto Exchange Street.

Access times: 10pm to 9am. The exit bollard automatically drops in the morning to allow you out.

Warning! - Do not follow other vehicles through the automatic bollards, vehicles that tailgate 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.

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

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). 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.

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Site Specific Traders Information - Appendix 1
Exchange Street

Fire Assembly Point

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

