

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

Location:	Cathedral Gardens, Manchester. M4 3BG
Trading Dates:	Thursday 26 th October 2023 – Saturday 30 th December 2023 (closed Christmas Day)
Trading Times:	10.00am – 9.00pm
	Festive Hours
	Christmas Eve 10.00am – 5.00pm
	Christmas Day - CLOSED
	Boxing Day 10.00am – 5.00pm
	27 th December 10.00am – 5.00pm (Bank Hol)
	28 th December 10.00am – 5.00pm
	29 th December 10.00am – 5.00pm
	30 th December 10.00am – 5.00pm

Market Set-up (Bump-in)

The houses / pitches will be in place and ready for your final fit out at **8.00pm on Monday 23rd October 2023**, unless you have personally been instructed otherwise. If houses / pitches are in place before this date, we will telephone you so that you can have access to the site sooner.

Vehicle Access on site

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 11.30pm; however, you may continue to fit-out your house overnight. On arrival please report to Showsec Security who will oversee your access to site.

You will require 3 padlocks to secure your house.

Please note that NO sales are permitted until the market opens on 26th October 2023

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 Saturday 30th 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.

Vehicle Access on site – Saturday 30th December 2023 - 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

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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

Vehicle access to Cathedral Gardens is extremely limited. Access will only be permitted between **7.00pm and 9.00am**. Maximum stay 30 minutes to load/unload. Please report to Showsec security who will facilitate entry via Withy Grove through the bollards. For exiting the site, you must request approval from security or market management who will check oncoming traffic and public access.

Please note: This area is utilised by many businesses and we ask that you be as quick as possible when parked here for unloading.

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

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

All refuse is to be sealed and taken to the refuse collection point: black Refuse Trailer in Cateaton Street (see 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.

Extra waste and recycling bins will be placed on Long Millgate (near to Chetham's School Of Music)

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Water

Water is available via a standpipe that we will arrange to be accessible between 8.00am – 9.30am each day. Water will not be available at any other time, so please make arrangements to have an adequate supply for the 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.

Please note that any water (clean or otherwise) MUST NOT be emptied into the water fountain, as this impacts on the PH level.

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 the main entrance to the Next store
(corner of Corporation Street and Withy Grove)

