



Information for Traders

Thank you for your participation in our first Shepton Mallet Sunday Market. It is great to have your support with this event.

Please see below some useful information about the event that will help it run smoothly for all involved.

What you will need to bring:

Your crafts/produce to sell on the day and any advertising material you would like to distribute or display.

- Tables to display your items for sale
- A chair – it can be a long day and you might like the opportunity to sit down!
- Suitable clothing for being outdoors all day.
- A cash float and plenty of change.

For traders providing their own gazebos please bring with you a copy of your public liability insurance and weights for your gazebo just in case it is windy.

Timings for the Day:

All gazebos set up (inc people bringing their own)	8:00am - 8:30am
Trader unloading allowed at the designated points (see map)	8:30am - 9:15am
All gazebos set up and ready to trade	9:45am
Market will be open to the public	10:00am
Market closes to public	3:00am
Breakdown of stalls	3:15pm – 4:00pm
Vehicles allowed into high street for loading	3:30pm – 4:00pm
Gazebo breakdown	4:00pm

Parking and Vehicle Access

- Please see map attached with details of car parking and areas in which you may load and unload your vehicles.
- Where possible we request that you park in the car parks (free on Sundays) and walk your kit the short distance to the high street. As you can imagine, 50 traders all wanting to unload their cars in a very short time frame could become hectic so we appreciate your support with helping us make this as seamless as possible. There will be stewards available on the day to help you if required and point you in the right direction.

Toilets

- Traders may use the toilets in The Bell Pub in the high street.
- The public may use the loos in the coffee shops and pubs when open as well as the Public toilets, located at the top of the high street next to the police station.

Information for Traders continued



Rubbish

- We request that you keep your stall clean and tidy of all rubbish. This market has been set up and organised by a small group of volunteers who will be responsible for the clean up after the market. If you have rubbish you can take with you and dispose of at home that would be a huge help to all of us.
- We will provide you with black bags if required for your rubbish.

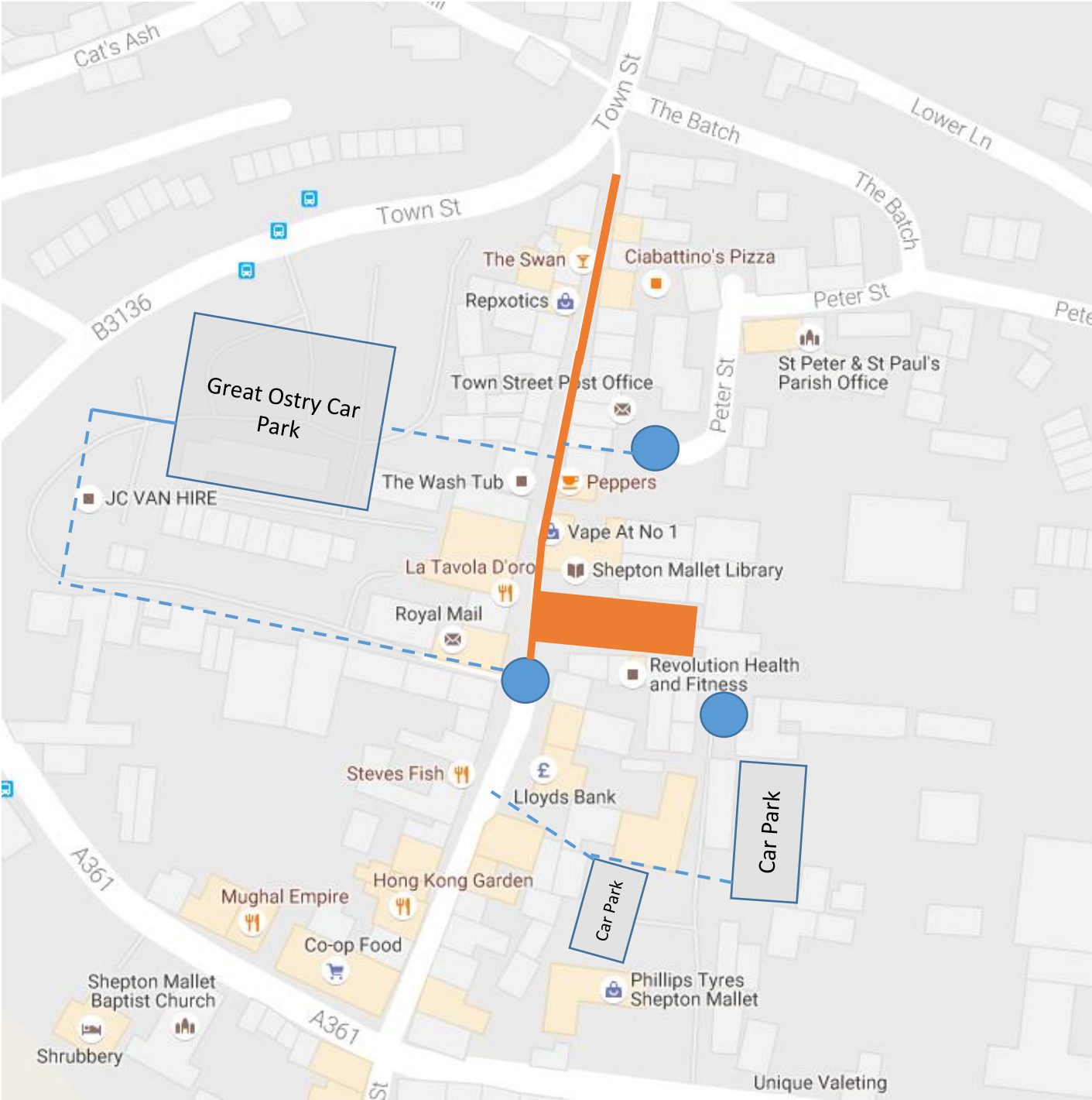
Electricity and water


- If you require access to water and/or electricity, please contact Helen well in advance so she can position your pitch accordingly.

On arrival please make yourself known to one of the volunteers at the market so they can point you in the direction of your pitch.


Any questions or problems please contact us well in advance of the event via our Facebook page or email heleneader@gmail.com or amy.heal@yahoo.co.uk

Once again we want to thank you for your participation and hope, between us, we can make this event a huge success!



 = VERY Limited Loading and Unloading Spaces. Will be monitored by stewards. No vehicles can be left for more than 15 minutes

 = Market location

 = Access routes to High Street