

## Summary Operating Notes for Odells Yard Market Traders

### Trading times

Saturdays starting at 9.00am. On market days the Yard will open at 8.00am and stallholders must be in place by 8.30am (Food Markets start at 10am).

### Payment of Fees for 2011

Each stall costs £20 inc. VAT. Payments can be made by cash, cheque or by BACS.

**Cash** can be paid on the day.

**Cheques** should be made payable to Silverbury Ltd and sent along with your application form to; Silverbury Ltd, 60 High Street, Stony Stratford, Milton Keynes MK11 1AQ.

**BACS** payments should be made to Silverbury Limited, Barclays Bank Plc, Milton Keynes Branch. Sort Code 20 57 40, Account No: 00821330 with "Market" as the reference.

### Electricity supply

(In the form of one 13 amp socket) is available. If supply is required please contact Janet Halford on 01908 562146 at least 7 days prior to your market date.

### Cancellations

Fees can only be refunded where there is a cancellation more than 14 days before the market date.

Very occasionally due to extreme adverse weather conditions, we may have to cancel the market. If this happens we will make every attempt to contact traders as soon as this decision has been made and your fee will be refunded. It is therefore important that stallholders keep us up-to-date with current mobile phone numbers.

### Stalls

We supply traders at our markets with a designated trading stall (8ft x 8ft approximately) with a fixed tabletop of 8ft x 3ft. These stalls are designed in our corporate colours and are erected and dismantled for each stallholder. Each stallholder will need to bring their own cover for the tabletop. We do not permit traders to bring their own stalls or to operate under any other cover unless by previous special arrangement with the organisers.

### Allocation of Stalls

This will be entirely at our discretion.

Trader's vehicle access to stalls

Traders cannot drive up to their allocated pitches to unload stock. All vehicles must be parked in the Odell's Yard car park while traders off load and then **must park in adjoining public car parks** during the day in order to leave more car parking space for our customers. Stall holders must make arrangements to move stock safely, between the pitches and their vehicles.

### Health and Safety

We have completed risk assessments for all our markets and take health and safety matters very seriously. We ask that all traders do the same, in particular keeping pitches clean and tidy and not causing any obstructions. Any accidents and incidents must be reported to David Odell or a senior member of his staff at Odell's shop. All rubbish should be put in the bins provided.

No smoking is allowed near pitches for both food hygiene and fire safety reasons.

### Insurance

Each stallholder must have their own Public Liability Insurance. A copy of the certificate must be sent with the application form. If you do not have this already through your trade association or The Market Traders Association we suggest you contact Hayes Parsons on 0117 930 1671 who can arrange a market traders insurance for approximately £45.00

### Communications

The main contact for Odell's Yard Markets is David Odell and he can be contacted on 01908 562146

**Please note.** Silverbury Limited works in association with the existing tenants of Odell's Yard and therefore reserves the right to refuse entry or demand withdrawal of any products without giving reason.

## Odells Yard Stallholder Applications

Date(s) required .....

Name .....

Address .....

Address .....

Address .....

Postcode .....

Telephone No. .... Mobile Phone No .....

Email Address .....

Website address .....

Name of the Stall .....

Years in business .....

Other markets currently selling at .....

Description of Products to be sold:-

Please send this form, along with a copy of your Public Liability Insurance certificate and a picture of some of the products you intend to sell on your stall to:

Markets, Silverbury Ltd, 60 High Street, Stony Stratford, Milton Keynes MK11 1AQ

Or e-mail [janet@odellandco.co.uk](mailto:janet@odellandco.co.uk)