



Trader Information Pack

By attending our events you are confirming you agree with JDL Mini Markets terms and conditions, which have been put together to protect your business, JDL Mini Markets and our visitors.

Exhibitors must comply with health and safety regulations, in line with the Health and Safety Act (1974). You need a minimum of £5 million public liability insurance to showcase at our events and it is your responsibility to keep this up to date.

Public liability insurance:

You must possess valid public liability insurance for the duration of the event which needs to be always kept with you during the event. If you employ staff, you need to include employee insurance in your policy. At each event, you must have the ability to produce your public liability insurance for spot checks.

Gazebos when required:

All gazebos' pitches are 3x3 and you must provide your own. Garden gazebos are NOT acceptable. If you attend with one and it's not weatherproof, you will not be permitted to trade. All stalls are checked for weights. A minimum of x4 professional weights is required. During the winter months, we suggest you have two on each leg. JDL Mini Markets will not accept liability for any incident arising from your gazebo from set up through to removal. Your PLI should cover the use of your own equipment at any of our events.

Risk Assessment:

It is essential that exhibitors carry out a Risk Assessment for their stalls. It must be available at every market if a spot check is done. We need you to think over the risks of trading at our events and plan a risk assessment. Plan out what you must do to keep yourself and our visitors safe. Thinking of trip hazards, sharp objects, health and hygiene hazards, infrastructure hazards (especially when you provide your own gazebo, weights etc). It is the trader's responsibility to ensure their products conform to the accepted legal framework and legislation for general consumer sales in the UK.

Food Traders:

No handling food without gloves

Hand wash facilities must be provided (as a minimum flask of hot water and hand wash)

Spray and wipe table before and after use with anti-bacterial spray

You must provide clear your own rubbish at the end of the day.

Each food-based business needs to register with its local council and request an inspection from an environmental health officer. Some food-based businesses may be told they are low risk/ low priority for an inspection. It is imperative that you are registered as a minimum and when your inspection takes place the best practice is to display your food hygiene rating on your stall.

Your local council will provide information on your packaging requirements as a business, weights, and measures, what you should display regarding allergies, and are happy to answer any questions you may have. You can refer to Safer Food, Better Business.

Hot Food Traders:

Need to demonstrate that you have access to hot water to wash your hands.

Selling hot and heated foods – You must check the temperatures of your food before serving.

Cool Boxes – also need to be checked for correct temperatures through the market day and prior to serving.

Food traders must wear an apron.

Alcohol Traders:

You must have a personal licence to sell alcohol at the events. You need to supply us with your personal licence number.

If the personal licence holder is unable to work the stall you must ensure you designate a competent number of staff who understands the responsibilities of your personal license.

You must display a challenge 25 sign on your stall.

Food Hygiene:

Where food is being sold or samples given out, you must always adhere to basic health and hygiene.

You must have valid food safety and hygiene certificates, and your items must comply with British food and hygiene regulations. In the case of inspection, all paperwork must be kept on yourselves during the event, along with a risk assessment carried out by yourself or your company.

Set-Up:

JDL Mini Markets will not accept liability for any issues regarding set-up, de-rig or incidents that may arise during your presence at the event. Please be patient on set up, and the pitch you are given will not be changed on the day.

Power:

We can provide power at some of our indoor events. If you do need power, this needs to be provided by yourself, and all cabling and appliances you provide must be PAT tested and meet the legal requirements. You must ensure you have the relevant PAT certificates with you at the event.

Gas:

You must provide a Gas Safety Certificate if required. The use of flammable explosives or otherwise dangerous materials or equipment is strictly prohibited. Traders using gas must have up-to-date gas safety certificates and ensure a copy is always kept on them. All Exhibitors must provide suitable fire blankets or extinguishers if applicable to their set-up.

Waste:

All trader waste needs to be removed by yourselves.

Communication:

JDL Mini Markets is ran by just one person currently. In order for things to run smoothly and with full transparency, we urge all communication between JDL Mini Markets and traders to be done via the company email, jdlminimarkets@outlook.com. Please note that emails are answered during standard office hours and that there may be a delay at weekends due to us being onsite managing events.

Payments:

Payment terms will be on confirmation and all markets need a deposit to be paid in advance to secure your table (this will be non-refundable). Full payment will then be chased 2 weeks before the event & needs to be paid within 7 days.

Once confirmed, if you need to cancel the event, we need you to let us know by 12 noon 14 days before the event takes place otherwise, we are unable to offer moving you to another date, as discussed in our terms and conditions.

Please let us know ASAP if you are unable to attend an event, an empty stall is detrimental to the event and to your fellow stallholders.

Traders who do not pay on time (regular or infrequent) will not be permitted to trade with JDL Mini Markets.

Payment Terms:

Once payment has been requested, your stall fee must be paid within 7 days. If you fail to pay within the required time, your pitch will be cancelled.

Cancellation policy:

In the rare occurrences that we do cancel an event, 50% of the pitch fee will be refunded. The remaining money is to go to admin and hire charges. (We still have to pay our hire fees). Refunds are non-transferable, and the refund must be claimed within seven days of the event being cancelled. We shall try our best to refund all monies as quickly as possible.

Once your application has been accepted, a non-refundable deposit is required to confirm your stall.

Stall Cancellations:

If stall holders cancel or fail to turn up on 3 occasions with a limited amount of notice, they will no longer be able to trade with us.