



WEM HARVEST MARKET

Saturday 24th September 2022 [9.30am – 1.00pm]

Trader's leaflet

The market has 3 venues: Wem Town Hall (High Street, SY4 5DG) – an indoor venue, Wem Youth Club (Leek St. SY4 5EP) – indoor plus partially covered patio, and Jubilee Square (SY4 5AA) –open air.

Brief information on facilities etc. for stallholders:

- ❖ Cost is £16 per table or for an equivalent space; £10 for charities.
- ❖ Standard tables are approx. 5' x 2' 6". The tables in the Youth Club are variable. Traders on Jubilee Square can provide their own tables and any protective covering that they require. There are a limited number of gazebos provided by Wem Town Council.
- ❖ Large car park available in town centre and only a short distance from the sites.
- ❖ The Youth Club and Jubilee Square are adjacent to the main car park in Wem so loading and unloading should be straightforward.
- ❖ Covered accommodation with tables already set up in Wem Town Hall and Youth Club.
- ❖ Market will be open to shoppers from 9.30am to 1.00pm with setting up and dismantling time of approximately an hour at the start and end of the market. Stewards will be present to support traders. Please ask if you would like help with loading or unloading.
- ❖ WCH is encouraging traders who will help inform shoppers about the uses of local products.
- ❖ Listing and details of stallholders will be given on the Wem Local website (www.wemlocal.org.uk). Stallholders wishing logos or pictures to be displayed should forward as .jpeg file to wemharvest@yahoo.co.uk
- ❖ A link from the market website (wemlocal.org.uk) to your website can be provided.
- ❖ Balanced allocation of stalls to ensure that traders have good sales opportunities.

Terms and Conditions:

- ❖ The trader must ensure that all health safety measures, including any Covid regulations that are in place, guidelines are adhered to.
- ❖ All traders must carry their own PLI. Copies of current PLI certificates must be provided fifteen days prior to the date of the market.
- ❖ All food and drink stallholders should be registered with Shropshire Council's Environmental Health Services or their local environmental health services, and familiar with relevant Food Safety regulations.
- ❖ Personal licence required for traders selling alcohol. There is an existing **off licence** for alcohol in Wem Town Hall, so there is no need to obtain a TEN.
- ❖ Stallholders must familiarise themselves with emergency procedures relating to venues.
- ❖ All accidents must be reported immediately to the chief steward based at each site.
- ❖ Wem Town Hall operates the sole franchise for sale of refreshments. Any request to sell immediately consumable products in the Town Hall will be considered on a case-by-case basis in consultation with Town Hall staff.
- ❖ The sale of alcoholic products is only permitted in the Town Hall. A TEN may be available on Jubilee Square but will need to be obtained by a stallholder.
- ❖ All stallholders must comply with health & safety and other operational procedures as required by the sites.
- ❖ Electrical equipment must be PAT [Portable Appliance Tested] certified. Stallholders must check with the Combine Harvesters if they intend to use any electrical equipment.
- ❖ Stallholders are responsible for the safety of their displays and equipment.
- ❖ Stallholders are warned not to leave their stalls unattended. The organisers cannot take any responsibility for loss to equipment or produce, or damage to persons or property.
- ❖ Flammable products and accessories, e.g. gas cylinders, are not permitted.

- ❖ Market organisers reserve the right to remove any inappropriate advertising or other material from traders' stalls.
- ❖ Stallholders are responsible for clearing the stall and spaces below and around it after the market.
- ❖ Bookings will be taken subject to produce/products fitting the criteria of the markets; essentially priority is given to (1) the balance of goods for sale in the market, and (2) traders who produce their own goods within an approx. 30-mile radius of Wem. Please note that it is not a first come, first served application process.
- ❖ Should you wish to withdraw your booking, we would be grateful if you could inform us as soon as possible so that stalls may be reallocated. No refunds will take place if cancellation takes place within 3 weeks of the market. Prior to 3 weeks, refunds will be made minus £5 administrative cost.
- ❖ We will add you to our circulation list when you submit an application form and contact you about future Combine Harvester markets. Please let us know if you do not wish to be contacted in future.

If you would like a stall(s) please complete the form supplied and return with any relevant documentation to the address indicated on the form.

Further details available from: 01939 235443 or wemharvest@yahoo.co.uk or www.wemlocal.org.uk

This market is organised by WEM COMBINE HARVESTERS [WCH], an 'umbrella' name for Wem Civic Society, Wem & District Gardening Club, and Incredible Edible in Wem. It is intended to showcase local food and craft products. [All profits are used in the operation of the groups and their projects in and around Wem.]

