



EIGHTH ANNUAL WEM SPRING MARKET

Locations: WEM SENIOR CLUB & WEM TOWN HALL
Saturday 22nd April 2017, 9.30am to 1.00pm

The market has two venues: Town Hall (High Street, SY4 5DG) and Senior Club (Chapel St. SY4 5ER).

Brief information on facilities etc. for stallholders:

- ❖ Cost is £15 per table or for an equivalent space, a few smaller tables for £10 are available in the Senior Club.
- ❖ Tables are approx 5ft x 2ft 6ins.
- ❖ A link from the market website to your website can be provided.
- ❖ Large car park available in town centre and only a short distance from the halls.
- ❖ Covered accommodation with tables already set up.
- ❖ 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 advise and 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. Leaflets and short demonstrations would be especially welcome.
- ❖ Listing and details of stallholders will be given on www.wemlocal.org.uk. Stallholders wishing logos or pictures to be displayed should forward as .jpeg file to wemharvest@yahoo.co.uk
- ❖ There is a café at the Town Hall. The Senior Club does not have a café but there are a number of excellent ones in the High Street and the Civic Society will provide traders in the Senior Club with free tea/coffee.
- ❖ Balanced allocation of stalls to ensure that traders have good sales opportunities.
- ❖ Raffle and other activities to attract and encourage shoppers.

Terms and Conditions:

- ❖ All food 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. 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 Wem Town Hall or Wem Senior Club.
- ❖ All accidents must be reported immediately to the chief steward who will be based at the entrance desks to the halls.
- ❖ 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.
- ❖ All stallholders must comply with health & safety and other operational procedures as required by Wem Senior Club and Wem Town Hall. Copies of current PLI certificates must be provided fifteen days before the market.
- ❖ 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.

- ❖ Wem Town Hall, Wem Senior Club and the 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 approximate 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.

If you would like a stall 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 and Wem & District Gardening Club. It is intended to showcase local food and craft products. [All profits are used in the operation of the groups and their projects.]*

