



"PEOPLE. PRODUCE. PLACES. CELEBRATING, SUPPORTING AND SHOWCASING NORTH EAST FOOD AND DRINK"

SUNNISIDE SET UP INSTRUCTIONS

LOCATION: Sunnyside Gardens, SR1 1BU

TRADER SET UP: 7:30am to 9am

TRADING TIMES: 10am to 3/4pm (we are licensed until 4)

PLACEMENT: One of our team will be on site to ensure you are placed in our curated location on the day of the event. It is important that you go where placed by our team.

LOGISTICS: All traders are to temporarily park and offload kit on the concrete turning circle in the middle of the square.

PARKING: Once offloaded, you can turn around and park in the car park at the back of Sunnyside Gardens on Nile Street. It is £5 for the day and only a two minute walk away from the site.

WASTE: The bins provided are for public use only. Moderate waste is acceptable but *NO COMMERCIAL WASTE* such as boxes or oil drums.

TOILETS: Toilets can be found in Diego's Bar located on the market square. Diego's will be open to the public so please use it respectfully.

CANCELLATIONS:

- We are an all weather market with the only exception being high winds. In the event of cancellation by the organiser, there will be no charge levied or any advance payment will be refunded.
- Should you wish to cancel your pitch then we will require 48 hours notice prior to the event in order to find an adequate replacement. Failure to give notice will result in us invoicing you for the full pitch fee of £39.

MANDATORY TRADING REQUIREMENTS:

1. Food Hygiene Certificate and Rating 4* + (if you are awaiting audit then please let us know)

2. Risk Assessments and certificates relating to your food business, i.e. refrigeration, gas and preparation on site, if relevant.
3. Public Liability Insurance minimum £5m.
4. Stallholders should be ready to trade by 10am and should not, unless agreed in advance with the organisers, pack down early. Not only can leaving early be hazardous to both traders and the public, it also presents a poor community image for the market.
5. Stallholders are responsible for the removal of their own waste and rubbish.
6. All gazebos, stands and awnings **MUST**, in the very least, be securely weighted down on all 4 corners at every market by heavy commercial weights. Failure to do so will cause a risk to the public, negate our insurance and put future markets at risk.
7. Stallholders must consider the visual appearance of their stall including product presentation and signage. You have been chosen based on your quality and this must be represented on market day. Quality, customer service and attentions to detail is what sets us apart.
8. Stalls need to be entirely self-sufficient, providing their own tables, gazebos and any other equipment needed. If your business is in its early incubation phase, then please speak to our staff to discuss and support required.

Local Heroes NE is an enabling community of producers, traders and businesses. None of the above requirements or standards are designed to be prohibitive to trading.

We are a pro-trader initiative looking for long term, sustainable and profitable opportunities for our network and in communities who would otherwise not have access to high quality, hyper local produce.

Our attention to detail, diversity of product offer, commitment to quality, respect for our community and love of the North East is what sets us apart from other markets, events and pop ups.

Let's grow together.