**HEADINGTON MARKET**

**Supporting Community Causes**

**Trader Rules & Information for Quarry Hollow Park, OX3 8NX**

1. **Site Plan** – attached plan shows entry, exit, parking, toilets, etc.
2. **Noise / Neighbours** – please be aware the site is surrounded by homes and noise & nuisance must be kept to a minimum to avoid suspension of the market.
3. **Stewards** – alongside the market Manager stewards will be there to maintain safety, ensure the risk assessment actions are being adhered to and generally assist the smooth operation of the site.
4. **Trader Parking** – on arrival park in the bays alongside the park and near the entry gate. Do not drive down the access road until asked to do so as it is one-way. After unloading traders should park in the Coach House car park a short walk along Quarry Road (see plan). A few may stay on the road if there is a need to fetch stock throughout the day.
5. **Trader Access** - to the site is only permitted from 7am due to proximity to residential homes. The road to the market square is one-way and the square can only accommodate so many vehicles at a time so unloading & clearing down times & order will be controlled & scheduled. You must adhere to your allocated times & only use the access road when permitted.
6. **Closing Down** – again vans will have to be scheduled in and out so please accept it won’t be a quick getaway.
7. **Advertised trading hours -** are 10am – 2pm. You must be set up and clear within your allocated time and no later than 9am to allow markings to be put down. No vans to remain on the square.
8. **Customer Access / Play Area** – entry to the trading area is controlled by stewards to ensure social distancing. There is an entry point and an exit point (see plan) with clockwise circulation encouraged. Visitors coming for the play area will have their own route in via the grass and the play area and market will be separated by rope & posts. Customers will be asked to circulate in a clock-wise direction.
9. **Toilets** – toilets for traders only (no public toilets available) are located across quarry road in the Village Hall between ???am - ???pm (see plan). When using come out of the park via the exit route and back in the entry gate. Please keep the toilets clean & tidy and disinfect surfaces after use.
10. **Quick Shopping** – as numbers that can access the market are limited and to enable as many people to shop as possible please gear up for speedy trading. Goods ready packed, speed of your operation, a helper, stop customers chatting or browsing too much, click & collect, bag away from the stall etc.
11. **Social Distancing** – must be strictly enforced. You are responsible for maintaining distance whilst serving, controlling your customers, etc. Stall signage will be provided by us and markers & signage will be positioned around the site by us. Only serve one customer at atime.
12. **Sanitisation** – you must sanitise your stall sides, tables, stands, etc and anything that you or the customer could be touching prior to opening and regularly throughout the day with anti-bacterial wipes or spray on disposable kitchen paper.  A sanitise station is being provided for the entry point.
13. **Hand Gel & Wipes** – you must provide a gel pump bottle for customer use. We will provide a sign. Also have gel and wipes for your own use.
14. **PPE** – we are encouraging (policy subject to government advice) customers to wear face coverings. Traders decide whether you wish to wear your own masks or shields; the market will have some stock to share. You should have your own gloves.
15. **Card Payment** – it is a condition of trading that every trader accepts & encourages payment by card & contactless wherever possible. Cash can be accepted as a last resort if the customer has no other means to pay.
16. **Cash Handling** – you should think through & risk assess your cash handling procedures to ensure safety for yourself & customers. This may include no cash handling, use only one hand for handling with glove/sanitising immediately after, putting “dirty” cash in a separate box, etc.
17. **Hot Food/Cooking/Food Sampling** – at this time hot food is not permitted. Only one to one sampling on sticks.
18. **Loose Product / Screens** - where possible minimise display of loose products and pre-pack products. Sneeze screens must be provided to protect loose ready to eat products.
19. **Product Touching** – minimise customers touching products and only allow them to touch something they are buying.
20. **Hot Food/Cooking/Food Sampling** – at this time hot food is not permitted. Only one to one sampling on sticks.
21. **Rubbish** – please clear your own rubbish from your stall and any blown around or generated by your stall during the day.
22. **Sale of Alcohol** – not permitted.
23. **Weather** – as usual please study weather conditions leading up to the market and prepare with weights, wet weather provision, hot weather measures including food temperature control, etc. we reserve the right to cancel the market due to weather conditions.
24. **Grass** – please keep off the grass.
25. **Safety & Trading Review** – please make the Market Manager aware of any safety issues immediately and feedback any comments or suggestions each week.
26. **Fees** – the usual stall fees will apply to cover the costs of setting up and running the market in a new location. No cash, card payment only.

   