



TRADER INFO

**The Chiswick Cheese Market is held at
The Old Market Place, Chiswick High Road (opposite M&S) W4 2DR
every third Sunday of the month between 9.30am and 3pm.**

It is organised by the Cookbook Kitchen CIC team and is held by kind permission of Hounslow Council in line with their terms and conditions.

Booking a pitch at the market - New traders will be offered a trial pitch for a single market. If both sides are happy to continue, the Chiswick Cheese Market will offer the ability to reserve a pitch at future markets. Cancellations to a future booking can be made up to 15 days prior to each market with no financial penalty. Cancellations made later than 15 days prior to market will be obliged to pay the full pitch fee. All cancellations must be made by email to office@chiswickcheesemarket.uk. Without a reply to this cancellation from us the cancellation is not valid so please make sure we have received it as we will reply promptly.

The Rent is for the pitch only and each trader provides their own gazebo, weights & tables. The rent is invoiced 14 days prior to each market and is payable within 7 days of issue. Payment must be made using the link attached to the invoice and not by BACS or direct transfer.

There is an extra charge on top of the standard pitch fee for electricity supply, rental of gazebos and tables. Gazebos are rentable for a maximum of 3 markets. The market team will bring the gazebo and table to market but it is the responsibility of the trader to erect and close down the gazebo.

Paperwork –

currently valid, Health and Hygiene certification is required for everyone selling or dealing with food on your stall at the market. You are asked to supply these on application, but you should have them available for inspection at each market for all the staff on the stall that day.

Chiswick Cheese Market Terms of Trade cont..

A currently valid, public liability certificate is required at the time of application. This must cover market trading and must be of a minimum value of £5million. You should have this available to view at each market.

Proof of EHO registration is required for hot food sellers, food producers or food sellers. Minimum of 4 stars is required. This will be required at time of application, but you do not need to have this available to view on the day. A Risk assessment must be carried out by all traders. Please download our risk assessment template and fill it in for your own stall and make sure it is available to be looked at on your stall on the day by you or your staff in order to reduce chances of accidents.

Set-up on the day is from 7am and traders must be completely ready to trade by 9.30am. All vehicles must be off the marketplace by 9am. Parking is free in the locality and the market manager will indicate where you can look for a space. Drop and go wherever possible.

If you are going to be late or have another emergency, please keep in touch with us on market day - [Jules 07773344473](tel:07773344473) or [Lucy 07977496466](tel:07977496466).

Pitch positions are determined by the market manager and may be subject to change. You will be told your pitch number on arrival at the market. Any requests re-pitch position can be made by email to office@chiswickcheesemarket.uk

Breakdown at the end of the market does not begin till 3pm. Your stall must remain in place till 3pm even if you have sold all your stock. Vehicles are allowed back on the marketplace at 3pm – please drive carefully as there will still be members of the public in the area and comply with any directions from the market team.

ALL YOUR RUBBISH must be removed by you from the marketplace. The public bins are not for traders use – take your rubbish home! The council levies fines for trade rubbish in public bins or left on the curb in or out of binbags - so beware!

Quality, variety, sustainability, and provenance of products on sale is hugely important to the success of the Cheese Market. You are required to supply a trading list on application which is reviewed and approved by the team. Any changes or additions to the agreed trading list must be approved in advance of each market or you may be asked to remove any unlisted items from your stall. We work hard to curate the market and to make sure products adhere to

Chiswick Cheese Market Terms of Trade cont..

our ethos and prevent duplication. If at any time you wish to add to your list of products, please notify us at office@chiswickcheesemarket.uk

Hot food menus – we require a copy of your menu on application and any requested changes must be made in writing 5 days prior to market to office@chiswickcheesemarket.uk

Please do not apply for a hot food pitch if you do not serve cheese as the main part of the ingredients in your menu.

Hot food stalls and any other stall can apply for electricity. The electricity sockets are standard 13amp plug sockets, the trader must supply a PAT tested 30m cable to connect to the supply. All electrical food preparation or cooking appliances must have current PAT testing stickers on them. If gas is being used a full gas safety certificate for equipment must be sent to the team at least 15 days prior to market.

No deep fat fryers are allowed at the market.

You must supply your own fire extinguisher, fire blanket and first aid kit on your stall if you are serving anything hot (HOT FOOD SELLERS ONLY)

Packaging must be sustainable and minimal wherever possible and single use plastic is not allowed.

A-boards are not allowed at the market according to legislation from Hounslow Council. All signage must be affixed to your stand securely or table signage must be able to withstand windy conditions.

Presentation is a very important to retain the high-quality of this market. We request that you give time and energy to the make the appearance of your stall attractive and make sure that signs are clear and bring a good ambience to the market. Stalls must be kept tidy, cleaned frequently, free of trailing wires and clear of debris at ALL TIMES during trading hours.

Spills on, or close by your pitch are your responsibility. Please inform the market team quickly so that they can avoid any danger to the public and help clear up. Make sure that you have any cleaning supplies on your stall in case of spills. Cold water can be collected from the café at the front of Planet Organic. Wastewater is not allowed to be poured down drains on site. Please take it away with you.

Sampling must be conducted in line with current public health guidelines.

Chiswick Cheese Market Terms of Trade cont..

Allergen information must be readily available for all products you are selling. You must have ingredient information on all your products and in the case of cheese know if it is pasteurised or raw, vegetarian or animal rennet.

Gazebos and umbrellas are supplied by each trader for their own stall. Please make sure they fit within the pitch boundary and that appropriate weights are used. Gazebos with no or inadequate weights will not be allowed at the market. This will be at the discretion of the market manager.

Payments to you by customers – although we are happy for you to accept cash, we require you to have facility to accept card or contactless payments.

First aid is available at Market HQ and there will always be a member of the team with first aid qualifications on duty.

Food stall holders must have the following –

keep temperature records

have handwashing facilities on their stall. Stall holders are reminded to wash their hands regularly.

Have equipment washing facilities – these should be separate from handwashing and should be done with hot water – a flask of hot water is adequate.

Illness – we ask that you do not stand at the market with any infectious illness or diarrhoea

Marketing is crucial to the market. We love to shout about anything seasonal or new you have to offer. We love to hear any stories. Please tag us into anything you have to say on Social Media and if we tag you, please re-post as often as you can!

Our SM handles are

Insta @chiswickcheesemarket

Facebook @chiswickcheesemarket

X @chiswickM

Please sign up for our newsletter as it will keep you in touch and see when you get a big up from us, scroll down to the form at bottom of page

<https://www.chiswickcheesemarket.uk>

Anything special or exciting you want us to shout about please contact admin@chiswickcheesemarket.uk

Chiswick Cheese Market Terms of Trade cont..

Keeping you updated – we try and keep our wording and policies easy to understand and jargon free. Please ask us if there is anything you do not understand. We reserve the right to update policies at any time and will update on-line version of documents periodically.

Thank you for supporting this local enterprise and please get in touch with any queries, concerns, or suggestions you might have. Contact us admin@chiswickcheesemarket.uk

The Cookbook Kitchen CIC reserves the right to discontinue any bookings from traders if they have broken any of the terms of trade laid out in this document.

Thank you for supporting this local enterprise and please get in touch with any queries, concerns or suggestions you may have. Contact us on via e-mail - admin@chiswickcheesemarket.uk – and the most appropriate person will respond.

If you need any guidance in or explanation for the completion of your risk assessments, e-mail the Market Manager at admin@chiswickcheesemarket.uk com who will send you our risk assessment templates.