

Levenshulme Market – Traders Information Pack 2017

Below is all the information you will need to trade at Levenshulme Market on your confirmed dates. If you have any questions at all, please feel free to email christine@levymarket.com. Please also [see our FAQs](#) and [Terms & Conditions](#) for more information. The second section of this guide offers some advice on marketing for new traders.

If you have any problems on market day, please call **operations manager Sean on 07792 516544** or ask any of our team in the hi-vis vests if you're already on site. They're there to help!

What you need to do before trading:

- **Email us a copy of your current public liability insurance** – cover of at least £5 million
- **Pay your stall fee** at least 7 days before trading. Please pay here: <http://www.levymarket.com/payment-portal/>
- **Serving food?** Please email us a copy of your Food Hygiene Training Level 2 (or equivalent)
- **Using our electricity?** Please email us the exact wattage and details of your equipment

Site details and trading times

Levenshulme Market trades from **10am to 4pm on Saturdays**. Traders can arrive to set up from 8am, and must be ready to trade by 9.45am.

We do not permit traders to pack up or vacate their stalls before the market's closing time, as this is unfair to customers and other traders. Upon arrival, one of our team in hi-vis will show you to your stall. We do not release details of pitch allocation in advance.

The address is: **Farmside Place, Off Stockport Rd, Levenshulme, Manchester. M19 3AB**. [Click here for our location on Google Maps](#). The turning for the market is just off Stockport Road, next to Hennigan's Bar.

Parking: The other side of the car park is available for parking, but it does get busy so we recommend arriving early. We aren't the only users of the car park, so please do not double park or block anyone in. If it is full, you can unload and then move your vehicle to another location (please contact us for advice on this) while our team mind your stall.

Tables, chairs and gazebos

We provide each trader with gazebo cover, as well as one table each. Need an extra table? Please email us and we'll do our best to provide it if extra tables are available. We don't provide chairs unless you have particular needs.

Safety and waste management

- **Fire safety** - [Please click here](#) to familiarise yourself with our current fire evacuation procedure.
- **Allergen information (IMPORTANT for food traders)** - You must adhere to government regulations regarding displaying allergen information. [Please read this PDF](#) for essential advice.
- **Selling alcohol?** This MUST be approved in advance by Levenshulme Market and you must display relevant Challenge 21 signage on your stall.
- **Waste** - Traders are responsible for removing ALL of their own waste from the market site. Bins are for customers only, and nothing at all must be put down the drains.

Cancellation Policy – for ALL traders

- Cancellations up to two weeks before event - no charge
- Two weeks to 7 days before an event - no charge IF we are able to resell your place at the full rate
- After 7 days before an event - the full stall rental will be charged. If the fee is not paid this may result in cancellation of further bookings.

Remember, if you have any questions at all, please contact christine@levymarket.com ahead of the market. On market day – Sean, Hannah, Ladislav, Joel and the team will be happy to help.