

Independent Market Trader Policy

Please read these guidelines carefully before applying to trade at the Exeter Independent Market

Follow this link to access the application form: <https://www.exeter-cathedral.org.uk/exeter-independent-market-application-form/>

Applying

Please give as much information in your application as possible. We encourage you to make reference to the criteria (outlined below) in order to help us make our selection. High quality images of previous market stalls, along with images of your current stock are essential. We advise that you are able to show us an active social media account or website to support your application.

Submitting the application form does not automatically guarantee you a place at the market. All applications will be reviewed before stall holders are approved to trade. If your application is rejected, you may still be added to a waiting list- unfortunately we cannot offer everyone a stall at every market and rejections may not be a reflection of the quality of your application. We have a duty to ensure that there is minimal duplication amongst stall holders, and this will be taken into consideration when approving stall holders to trade. We reserve the right to reject applications without explanation.

Stall holders must be over 16 or accompanied by a responsible adult.

All traders must present proof of their own Public Liability Insurance with indemnity cover of at least £5 million. You should provide certification at the time of application; usually this is a one-page document with your full name, dates of cover and indemnity amount. A suitable risk assessment must be provided for your stall and set up. This must outline measures to cope with windy conditions, use of cooking equipment and any other safety concerns.

Criteria

Below are some examples of the sorts of products we would love to see at the market, and the quality to which we aspire. This list is by no means exhaustive, and we encourage everyone to enquire about trading. The Exeter Independent Market is proud to embrace a “shop-small, shop-local” ethos. We look at all applications on an individual basis, but do not consider those from traders wishing to sell mass-produced, or cheap bulk-imported items.

Home, vintage, garden and clothing

We are looking for traders who offer homewares, clothing, furniture and plants who:

- Sell homewares, furniture and gardenalia that is handmade in the UK or high-quality reclaimed/vintage items
- Sell specialist and/or vintage books and music
- Sell flowers, herbs and foliage that are grown locally and sustainably
- Offer affordable and interesting items
- Offer quality preloved, ethically produced or sourced and locally made clothing
- Offer an attractive display of their goods
- Use recyclable, biodegradable or recycled packaging and customer bags

Produce

We are looking for those who...

- Grow, process or otherwise produce their own products
- Deliver high quality street food
- Use local, seasonal, ethical, organic and fairtrade ingredients
- Demonstrate strong ethics with regard to sustainability, the environment and animal welfare
- Use recyclable or biodegradable packaging and containers
- Offer new, interesting and innovative produce which can be considered specialist, artisan or gourmet
- Offer an interesting, eye-catching display of their products
- Are based in the West Country (Devon, Dorset, Somerset or Cornwall)

Anyone wishing to sell products prepared for immediate consumption must present proof of their hygiene rating or food handling certification. Anyone using cooking equipment must provide all relevant safety certificates and risk assessments. Unfortunately, we are unable to accept applications from coffee or ice cream vendors on the Cathedral Green.

Designer/Makers/Artists

We are looking for traders who:

- Offer products and artwork made with skilful and innovative design
- Are knowledgeable, passionate and skilful creators
- Deliver an interesting and eye-catching display
- Adhere to environmental and ethical principles
- Use recyclable, biodegradable or recycled packaging and customer bags

Please note that competition in this area is likely to be high and a professional level of skill is essential in gaining approval to trade. Even if you meet our criteria, there can be no guarantee that you will be offered an opportunity to trade at the market. We have a duty to ensure that all traders have a fair chance on market days and will do our best to avoid duplication amongst stall holders. We encourage early booking so that we can effectively plan and curate the market for everyone's benefit.

Booking, Payment, Pitch and Fees

Once your application has been approved, you will be issued with an invoice for your pitch fee. The payment details will be outlined on the invoice. Late or missed payments will be treated as cancellations. Pitch fees are non-refundable.

- 1.5mx1.5m Suitcase Pitch - £20 +VAT
- 2mx2m Table Pitch - £30 +VAT
- 2.5mx2.5m Small Gazebo Pitch - £40 +VAT
- 3mx3m Large Gazebo Pitch - £45 +VAT
- Contact us to discuss larger pitch options

Traders should familiarise themselves with our gazebo policy. Any gazebos deemed not to meet these guidelines may be taken down: <https://www.exeter-cathedral.org.uk/wp-content/uploads/2024/03/Exeter-Independent-Market-Gazebo-Policy.pdf>

On the Day

On the market day, traders will be able to access the site from 8:00am, no earlier. Vehicles must be removed from site as quickly as possible to allow others to enter. Registration plates should be provided 2 days before the event so that all vehicles can be authorised to enter the site. All vehicles must be off site by 10am. After this time, the entire area is a pedestrian zone and fines may be incurred. Parking can be found in nearby council car parks: <https://exeter.gov.uk/car-parking/>

If you need to leave your belongings for any reason (eg: to park), you do so at your own risk. Exeter Cathedral cannot take any responsibility for damage or loss of stock. However, security and an Event Manager will be present on site throughout the day to help ensure the safety of stock and property. Trading begins at 11:00am and will finish at 4pm. Traders must be set up and ready to trade by this time. Pack down will not be allowed until 4pm. Even if you sell out early, you will not be permitted to pack down until it is safe to do so. When packing down, it is important to pack as much as possible before retrieving your vehicle and loading. This is to ensure that vehicles are on site for as short a time as possible to avoid congestion and delays. Vehicles will be allowed back on site from 4:30pm, once the public have cleared the area. A site plan and full details on where to bring vehicles will be provided closer to the time.

Conduct

Exeter Cathedral is committed to supporting the rich diversity in our community and championing a more inclusive and equitable society. We take a zero-tolerance approach to any form of hate speech, discriminatory language and anyone seeking to create division. Activity of this sort will not be tolerated at the market and anyone contravening this policy may be asked to leave. Comments of this nature will be removed from our social media and individuals will be blocked and reported.

Exeter Cathedral will not tolerate aggression in any form towards its staff, local traders, stall holders or affiliates. Any stall holder seen to be behaving in a threatening or aggressive way, or in a way that negatively impacts the wellbeing of the market community, may be banned from attending future markets run by Exeter Cathedral. Reputation of conduct will be considered when reviewing applications.

Equality, Diversity and Inclusion

Exeter Cathedral is proud to support our community in all of its rich diversity. We believe diversity is strength, inclusion makes us stronger, and equality serves us all. At the Exeter Independent Market, we are dedicated to ensuring equality, diversity and inclusion amongst our traders.

We recognise that there can always be improvement in this area and welcome constructive feedback and advice.

Please email markets@exeter-cathedral.org.uk if you have any further questions or wish to clarify anything regarding the trader policy.

Exeter Cathedral reserves the right to amend the trader policy at any time, at their discretion. Any changes will be highlighted to stall holders.