

CURATED A B E R D E E N

LOCAL MAKERS MARKET

Curated Local Makers Market Terms and Conditions

Thank you for your interest in selling at Curated Local Makers Market.

Stallholders of Curated Local Makers Market are kindly requested to adhere to these terms and conditions.

Contact Information

- **Address:** Curated, Lower Mall, Bon Accord Centre, Aberdeen, George Street, AB25 1HZ.
- **Email:** Curated@charliehouse.org.uk (responses within 2-3 working days).
- **Curated webpage:** www.charliehouse.org.uk/curated
- **Facebook:** www.facebook.com/curatedaberdeen
- **Instagram:** www.instagram.com/curatedaberdeen

Operating Hours

- **Fridays and Saturdays:** 10 AM – 5 PM, and **Sundays:** 11 AM – 5 PM
- **Setup Access:** One hour before opening (9AM on Friday, 10AM on Sunday)
All stallholders must be set up and ready to serve customers by opening time each day.
- **Storage:** Stalls may be left in the market for the entire duration of the booked period.
- **Substitute Traders:** Inform us in advance if someone else will attend in your place and ensure they are named on your insurance certificates.

Stall Spaces and Pricing

We offer two sizes of stall spaces with varying pricing options:

Standard Stall Spaces:

- **Three-day space (3m x 2m):** £120 (including VAT)
- **Two-day space (3m x 2m):** £90 (including VAT)
- **Daily space (3m x 2m):** £66 (including VAT)
- **Discount:** 10% off for regulars (blocks of 3 months or more) or with referral

Large Stall Spaces:

- **Three-day space (5m x 2m):** £180 (including VAT)
- **Two-day space (5m x 2m):** £165 (including VAT)
- **Daily space (5m x 2m):** £105 (including VAT)
- **Discount:** 10% off for regulars (blocks of 3 months or more) or with referral

Access and Parking

- **Loading Access:** Via the Gallowgate East Yard Loading Bay, off St Paul Street, located on your first right after Loch Street (Image below). Vehicles cannot be parked in the yard outwith unloading of goods.
- **Parking:** Parking is available in the Loch Street Bon Accord Centre car park for a reduced rate of £5 a day for tenants with an agreement set up with Bon Accord, see the Bon Accord information desk for more information. Height restriction: 1.90m (6ft-2in).

Selection of Traders and Trading Units

- Curated reserve the right to select stalls and products based on market needs and suitability. Applications may be denied if they do not align with our criteria.

Date of issue: July 2024

- Traders may only sell products agreed in advance with Curated. Additional products outwith what is already agreed must be approved.
- Be aware that there may be similar products to yours.
- Keep all products/equipment within your trading unit and display your trading name.
- Ensure trading area is neat and presentable and your surrounding vicinity clean and tidy.
- Ensure those working on your unit have good knowledge of your products.

Stallholder Responsibilities

- Traders must remain open for the agreed hours of operation on the days they have applied to be trading.
- Please inform the Retail Operations Co-ordinator or Market Supervisor if you have sold out of product.
- Traders should not leave Curated any earlier than the closing time unless agreed with the Retail Operations Co-ordinator or Market Supervisor.
- Notify the Retail Operations Co-ordinator for breaks.
- Our Café within Bon Accord, ReCHARGE, can deliver lunch to your stall at no extra charge.

Promotion Support

- Please ensure you are sharing, liking, and commenting on Curated's pages and posts across social media. This will help spread the word about your presence at the market.
- Like our Facebook page and follow us on Instagram - linked below.
- Facebook: www.facebook.com/curatedaberdeen
- Instagram: www.instagram.com/curatedaberdeen
- We recommend posting about your presence at Curated so we may re-share your posts.
- Curated may feature individual stallholders' businesses and products if it aligns with their current content marketing strategy.

Health and Safety

- All traders must comply with necessary Health and Safety legislation and regulations.
- Everyone on-site is responsible for the Health and Safety of themselves and those around them.
- Curated reserves the right to inspect units at any time to ensure Health and Safety standards are upheld.
- Traders must adhere to all requests from Curated Management or Health and Safety officers in a timely manner.
- Traders must return all documentation and information on the specified date.

Food Safety (For Food Traders Only)

- All traders must comply with necessary Food Safety and Hygiene legislation and regulations.
- Food Hygiene Information Scheme in Scotland results must be kept on-site for inspection.
- Display documentation related to the above scheme within the trading unit.
- Declare or display all allergen information within the trading unit.
- Complete and return Curated Regulatory Form and Curated Food Traders Form on the specified date.
- All traders selling food and drink must be registered with their Local Authority.
- Curated reserves the right to inspect units at any time without prior warning to ensure Food Safety standards.
- All traders selling food/drink must have an appropriate HACCP-based food safety management system.
- All traders must have Public and Product Liability Insurance.
- Relevant traders must adhere to rules regarding trading standards.

Electricity

- Bring an extension lead if required.
- All electrical equipment must have a valid PAT Test Certificate.

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Water

- Dispose of wastewater in the central waste disposal area, using a sealable container.
- Access to a water tap is provided.

Accidents/First Aid

- Alert the Retail Operations Co-ordinator or Market Supervisor for assistance in case of an accident.
- Report all near misses to the Retail Operations Co-ordinator.

Staff Conduct

- Behave in a manner consistent with Curated’s friendly culture.
- Abusive, aggressive, or threatening behaviour is not tolerated.
- There is no access to the back-of-house office area or stockroom.
- Keep the staff communal area clean and tidy.

Insurance

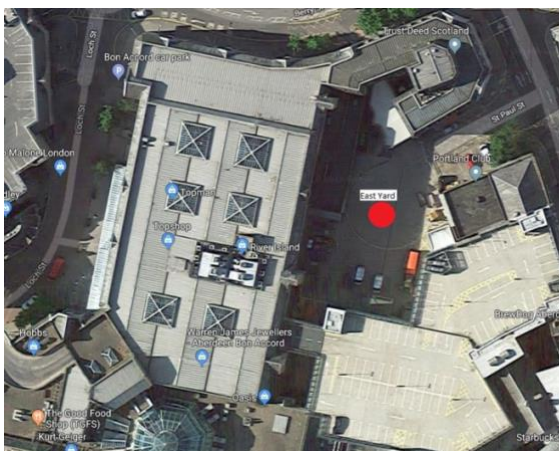
- Stallholder must maintain public liability insurance for a minimum of £1,000,000 with a reputable insurance company. Provide a copy of the policy and the most recent premium receipt at the time of booking.

Other Information

- A back-of-house area equipped with running water, kettle, and toilets is available on-site. Please ensure these areas are kept clean and tidy.
- Storage is not available onsite unless approved by the Retail Operations Co-ordinator or Market Supervisor.
- Cardboard and other rubbish to be recycled or disposed of in-line with Bon Accord’s waste guidelines – speak to the Retail Operations Co-ordinator or Market Supervisor for details.
- Keep your possessions safe; Curated is not responsible for loss or damage.
- Responsibility for takings on the day lies with the trader.
- Please do not play your own music; music is provided by Curated.
- Electricity and Wi-Fi are Provided.

Cancellation Policy

- Traders should carry insurance for loss of earnings due to late cancellation. Curated does not accept responsibility for loss of earnings.
- Curated reserves the right to refuse participation to any trader not in compliance with Terms and Conditions.



Bon Accord East Yard