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| To Christmas Market Traders | Southfield Road  Loughborough  Leicestershire  LE11 2TT |
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October/November 2020

Dear Market Trader

Following government advice, there are a number of criteria that we must request that you adhere to whilst trading during the COVID-19 pandemic. Therefore the Terms and Conditions for trading are as follows:-

1. If you are operating from a stall or trailer – you must only operate within the specified area that you have been allocated.
2. You are solely responsible for the safety of yourself and your staff.
3. You are responsible for managing your customers and ensuring, as best as possible, that they adhere to the social distancing measures in place.
4. That you take on full liability for your operations each day and can confirm that you have full PLI (min £5mil) in place.
5. Your stall/s must not exceed your allocated pitch size/s to ensure there is plenty of space between each pitch to ensure social distancing.
6. Strictly ***no build outs*** of any kind, nor advertising boards will be allowed.
7. You must not move the council infrastructure – barriers can be moved temporarily for access but must be placed back as found. Stalls must not under any circumstances be moved.
8. You are to abide by the social distancing rules set out by the government which means that both your staff and the public must be at least two metres apart where possible. This includes whilst queuing or purchasing goods from your stall, with markers on the floor etc. If your staff are family members from the same household you can ignore the social distancing.
9. That you limit the amount of staff per pitch - unless they can follow the 2m distancing requirement.
10. Metal barriers are not to be removed or rearranged without the express permission of the Markets Officer, or members of the Market Operations Team.
11. That you and your staff do not have COVID-19 symptoms and are not in the at risk category yourself (i.e. over 70 or with any of the specified secondary health conditions).
12. **You are responsible for** the cleaning down of your stall area at the end of each market.
13. The wearing of gloves for handling all foods is mandatory, however the wearing of masks is voluntary.
14. You are requested to encourage customers to use contactless payments wherever possible.
15. You are requested to ask your customers not to handle your products unnessarily to avoid potential cross contamination. We would suggest you place a sign on your stall to state this.

Failure to operate to the above terms and conditions may result in you no longer being allowed to trade.

All requirements are set out on a daily basis and are subject to change as per the government’s policy on the Covid-19 action plan, please see <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

[www.charnwood.gov.uk/coronavirus](http://www.charnwood.gov.uk/coronavirus)

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