



## 2017 Guidelines for Traders

These are designed to provide useful additional information for traders at the Porthleven Harbour Market.

- Make sure you come suitably prepared. The weather can change significantly during a single day in Porthleven.
- Gazebos must be kept to the right/market side of Kota Kai's outside seating area on the harbour head. No gazebos to be put on the other side of Kota Kai's seating or near the Origin's area.
- Ensure your gazebo and/or displays are secure and weather proof, and do not exceed the area paid for. However, all gazebos and stalls must be attractive at all times, even when additional weather proofing is required and not give the appearance of a refugee camp!
- The oak pergola stalls afford a degree of weather protection but are not completely weather proof so that needs to be factored into your stall set up.
- If traders decide not to attend any given market, no refund will be given.
- Please be aware that the market operates in a public area so particular care must be taken when loading or unloading to ensure pedestrian safety and prevent vehicles causing an obstruction and preventing the flow of traffic.
- Parking – there are 2 Pay & Display car parks in Porthleven; one is beside Costcutters supermarket and the other is a 5 minute walk along Methleigh Bottoms to the Withy Fields car park beside the Out of The Blue pub and campsite. **There is NO parking in the shipyard.**
- Toilets – there are public toilets just along from the Fish and Chip shop, which is across the harbour head past the slipway and down the road that has Boots the Chemist on the left hand corner.
- There are 2 free cash machines in Porthleven, 1 in Costcutters supermarket and 1 up in the Post Office at the top of Fore Street.
- If the same hut is booked for consecutive markets, it is possible to leave your merchandise set up in the hut ready for the next time. This is agreed at the trader's own risk, Porthleven Harbour Market will not accept responsibility for any loss or damage of merchandise.
- Please use the Market Facebook page to promote your business and if you would like to feature in the new online Market Brochure on the market website, please email Damelza with a description of your business and up to 4 photos that can be used in your listing.  
[damelza.storbeck@porthlevenholidaycottages.co.uk](mailto:damelza.storbeck@porthlevenholidaycottages.co.uk)

## Rules and Regulations 2017

1. All stalls and gazebo pitches will be allocated by the Market Manager. Specific pitches can be requested, but are not guaranteed.
2. Traders are required to provide their own table and display, which must be free standing with **no fixings made to the pergolas or stalls**, and any damage by individual traders must be paid for immediately. Stalls must allow room for customers to get off the road to view merchandise.
3. The Market operates 10.00am - 5.00pm. Traders may arrive to set up from 8.00am and no vehicle may **at any time** block the road. All vehicles **must be cleared** from Breageside and the Harbour Head by 9.30am and **there is no parking available in the shipyard**. Traders must not pack away until the market finishes at 5.00pm unless the decision to finish early is taken by the Market Manager.
4. Pitches must be thoroughly cleaned at the end of each trading day, with all rubbish and debris removed by traders. Do not use the public litterbins. Displays and tables must not intrude into the roadway or overflow into any other space without prior consent from the Market Manager.
5. It is the responsibility of all food producers to observe Environmental Hygiene Regulations. Advice is available through Cornwall County Council.
6. It is the responsibility of all traders to provide proof of Public Liability Insurance
7. **When booking, please check dates carefully as, all stalls and gazebos must be paid for in advance. No refunds or exchanges are available**
8. Bookings are at the discretion of the Market Manager. The Market Manager may cancel bookings with **no refund** if Porthleven Harbour Market Rules and Regulations are not abided by, or the behaviour of any trader, is considered to be anti-social or at risk of bringing the market into disrepute.
9. These Rules and Regulations are subject to change. The Market Manager's decision is final.

Signature .....

Date .....