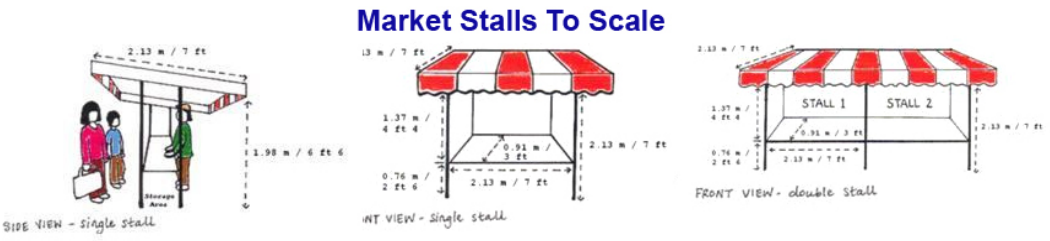
PEXMAS 2022 - TRADER INFORMATION PACK

1. INTRODUCTION	
Pexmas is Peckham's fabulous festive celebration of local talent and one of the jolliest outings in the calendar. This independent market takes place annually in Peckham, this time falling on the first weekend of December 2022. Last year was our biggest market to date. Pexmas hosted a massive 280 traders and welcomed over 10,000 visitors to the huge Unit 8 warehouse in Copeland Park. We are delighted to be returning here for in our extra special 10th Anniversary year. **We are not accepting any hot drinks / bar applications.** We have an on site mulled wine bar and coffee point in place. All other drinks will be available from bars on site in Copeland Park. **Please read ALL the information in this document very carefully, even if you have traded with us before.**	
2. PARTICULARS	
Venue	**Unit 8, Copeland Park, 133 Copeland Rd, Peckham, London SE15 3SN**
Dates	**Saturday 3rd & Sunday 4th December 2022**
Trading Times and operations	**Saturday 3rd and Sunday 4th December 11:00 - 18:00** **TICKETING:** There will be no ticketing. Pexmas is open to all, and free to attend. **TRADER ACCESS**: Access will be max 2 hours prior to trading, and all traders will be required to have vacated the premises 1 hour after trading. **There is no vehicle access to the space or Copeland Yard except for hot food traders.** There is **no provided parking for anyone**. Traders must enter on foot via Rye Lane or be dropped by vehicle on Copeland Road. **Bring a trolley.** Drinking water is not available onsite, please bring your lunch and drinks with you.
Approx Trader Numbers:	Up to 100 unique traders per day. **Traders will only be allocated ONE date**. If pitches open up closer to the date, some traders may be offered an extra date, but priority will be given to traders on the waiting list - see below "Selection Process" section for details on how we reallocate. On the application form, please give your preference of dates being as flexible as you possibly can to maximise your chance of gaining a spot.

	Up to 4 hot savoury food traders per day.
3. PITCHES	
Selection Process	**Applications are all to be completed via the online form and the initial deadline is 9am Thursday 1st September**. After this time we will select the most appropriate mix of traders for each date at our discretion and **you will be informed if you have a stall pitch allocated by the end of Friday 9th September**. If you miss this initial deadline you can still apply and will automatically be added to the waiting list which has been very active in previous years. All stallholders who have NOT been allotted a space will be entered onto the waiting list, unless they tell us otherwise. The application pack will remain online up until the event so stall holders who have missed the initial window can continue to apply to the waiting list. Stallholders allotted a space will be sent the Ts and Cs for their records and an invoice with a **payment deadline of 1 week**, the payment of which is considered confirmation of their pitch. **Missing your payment deadline will result in your stall being offered to someone on the waiting list.** Last minute swapping is harmful to the whole market and prevents us from being able to advertise a stallholder list in advance. If stalls become available, we replace “like with like” as much as possible to keep the shopping varied for the customers; we do not operate on a first come, first served basis. This is a curated market. In selecting stalls we do not discriminate against stallholders' level of experience or range of products - a trader with one well designed saleable item is as welcome as someone with a huge catalogue of products. We are looking for the highest quality, attention to detail, attractive stalls and a broad range of products and price points across the stalls. We make a great effort to ensure there are not too many similar stalls each day so there are limited slots for each type of product per day (eg: jewellery, food, stationery, clothes, accessories, candles, ceramics etc…). We do not give preference to previous traders, and welcome new businesses to apply each year. **We only offer stalls where we believe our audience will appreciate your product.** This year we are accepting joint stall applications, though please note that in the event of covid restrictions you may need to staff the whole stall with just one person. We cannot offer “double stalls” (2 pitches together) for one trader.

Stall Pitch Detail	**Saturday / Sunday Stall Fee: £100 per day** (no VAT) **Hot food fee £170 per day** (no VAT) Includes electric supply. We are hiring traditional show stalls as below, with no vinyl rooves or skirts, simply an empty overhead frame and table top. Dimensions of the table part: 213cm long, 91cm wide, 76cm high.  Each trader gets ONE stall. Or the equivalent space if you prefer to bring your own furniture, eg clothes rail. Please note stalls will be attached to each other and you have direct neighbours!! You should **bring a table cloth** for the surface of your table. If you wish to bring additional display items to position in front of or at the side of your stall, these must be booked in advance so we can allocate you an appropriate spot in the floorplan. ● Print rack up to A3 - must be at the side or in front of your table ● Spinning free standing card rack like this must be to the side of your stall ● Static free standing card rack like this must be behind your stall ● Just clothes rails (max width 70cm and length 1.8m) instead of your stall, provided by you. Max 2 clothes rails per stall, when one of those rails is in place of the table. Rails must be positioned in an L shape or parallel to each other with the ends against a wall. ● 1 x Clothes rail provided by you, plus one small trestle table provided by us. Rail must be positioned in an L shape with the table. ● Half or child size clothes rail (max width 50cm and length 1m) - must be at the side of your stall ● Tall Mirrors - must be positioned against a wall. ● Additional free standing display items - please supply measurements (and photos) and we can confirm. ● No other vertical display surface is allowed such as gridwall. No stall may bring more than 1 additional freestanding display item to be housed in front or at the side of their stall. Traders who bring extra items will have to remove them from the site before they can trade. There is hanging space as part of the stall structure. You can easily attach a banner to the front of the stall, **no banners to be hung at head height, and no pull up banners to**

	be brought to Pexmas. Please bear in mind that your stall will be attached to a neighbour and you will share some potential side and overhead hanging space, so prepare to use it minimally. **We do not supply chairs**. We do not recommend sitting while you are manning a market stall, to better engage with customers, but of course those with disabilities or chronic pain may need to do so. In this instance please do bring a chair with you, or contact us if you need support, we will source one for you. **No power is provided to stalls.** The space is well lit, but you may wish to bring additional battery lights to supplement this or point onto your products more directly. Individual stalls may not play music. You will have access to power sockets to charge your devices but these will almost certainly not be adjacent to your own stall. **This market is indoors but** the space has no heating and we will be keeping the doors open for ventilation and access. Please consider bringing: warm clothes, cosy shoes, gloves, hats etc. There are proper toilets which will be kept clean throughout. For stalls **selling alcohol** as gifts, there will be a TEN in place and we will need the details of your personal licence and staff for our DPS. **All stalls will be required to hold public liability insurance and complete a risk assessment.** We will be encouraging the public to bring reusable shopping bags and ask our traders to use only recyclable / compostable / no packaging. **We have a ban on glitter, balloons, sequins and sprinkley items of plastic doom.** No single use plastic please! **RUBBISH**: There is no capacity to dispose of your waste on site; **all traders are required to take any rubbish with you at the end of the day, and provide your own bin bags**. This includes cardboard boxes/storage items, black sacks of rubbish, packaging materials, decorations, food stuffs etc. Please dispose of all your rubbish responsibly off site. Please sweep under your stall to remove any stray items / crumbs you have dropped before you leave and clean your table. TIDINESS AND CLEANLINESS IS ESSENTIAL.
4. COVID-19	
Safety Regulations for Traders	Please find below the most extreme/rigorous rules we MAY have to implement if restrictions are reintroduced, alongside the regulations that we hope to operate under based on current regulations. You should be prepared for the worst case scenario in case COVID numbers increase and restrictions are heightened in the winter. We will not be able to refund traders who cancel last minute because of increased restrictions due to COVID. We will circulate the final list of house rules to traders before the event. If you are unable to comply with any of these for health reasons, please let us know in

advance, otherwise our staff will be enforcing these precautions throughout. Traders who do not comply will be unable to trade and forfeit their fee.

NUMBER OF STAFF:
Current restriction: 2 per stall
Increased restrictions: 1 per stall

FACE MASKS:
Current restriction: Face masks preferred indoors though legally this remains your choice.
Increased restrictions: Face masks required in all indoor spaces.

HAND SANTISTER:
Current restriction: None though recommended to use as often as possible.

Increased restrictions: Please bring hand sanitiser to have available for yourself and customers on your stall and use liberally throughout the day.

TEST & TRACE:
Current restriction: None, though we consider it good manners to test before attending high profile events and isolating if you are contagious.

Increased restrictions: Your staff will be required to show a negative test result / covid pass on the day and sign in via the NHS app.

Regardless of restriction levels:

- We recommend card payments only. If you are able to tether your card payment device to your phone internet, that would be helpful, however we are making sure that there is wifi available for those who need it, there were no problems with this last year.
- Tables will be cleaned prior to your arrival, but please bring anti bacterial cleaner to wipe down your surfaces throughout and at the end of your trading day.
- If you are selling food /drinks/ deli items and wish to offer tasters, we will send further advice, but we are allowing this as long as gloves are worn and tasters are prepared fresh per customer and not left sitting out on the table.

For the public

- we will be recommending the use of face masks and hand sanitiser (provided) throughout.
- if necessary we will take temperatures on the door and restrict the flow of people via a one way system
- we will restrict numbers into the market at any one time in line with the venue's policies.

	- we will have the nhs app available for the public to sign in
5. THE PEXMAS SHOP	
	We operate an online shop: Stall to Store where we showcase products from traders across our markets and other small brands. We are currently open to new suppliers / products. If you are interested please email shop@pexmas.com with examples of the products you want to submit. More details will be provided but the terms are: - all items to be provided on sale or return - items will be sold at trader dictated RRP, which should match your own - purchased items will be paid to the trader at wholesale price, allowing a 30% - 50% "profit" with RRP for Pexmas to cover our costs. - purchased items will be paid to the trader at agreed intervals with accompanying paperwork from our inventory system. - traders can give notice and recall their unsold items at any time
6. MARKETING	
Reach	This year we will have our usual banners on the street, adverts in local papers, posters and online ads. Our primary social media platform is instagram and the more you engage with us there, tag us in things and join in with dialogue between traders, us and the public then the stronger the campaign will be. Trader lists will be published online in advance and other content dropped across the lead up to the event. If you want to host a live on instagram with us, or write a blog post about something more widely interesting to do with your business, please let us know. The online shop gives a new opportunity to show a taste of Pexmas and encourage people to explore all the traders in advance and after the market, so we hope to be sending customers to you, if you choose to use that vehicle, throughout the year ahead.
7. APPLY NOW!	
Links	Thank you for reading the information pack carefully. Here is a link to the form to fill in to apply to trade at Pexmas 2021. PEXMAS 2022 STALLHOLDER APPLICATION FORM We will be in touch after the deadline to confirm if you have a date to trade or have been placed on the waitlist.