

## Information to Help You Make the Most of Our Markets

### Quick Guide

- Gazebos provided are 3m x 3m
- Tables provided are: 178cm(L) x 75cm(W) x 74cm (H) or 6 ft (L) x 30ins (W) x 29ins (H)
- [Link](#) to car parks and charges
- SatNav - SW19 1QB - The Piazza, Broadway (Loading/Unloading available directly on The Piazza)
- Trading hours 11.00am - 6pm
- Trader set up from 9.30am
- Market Trader Public Liability Insurance (daily or annual policies available) from Marketline or CMTIA

### Gazebos & Tables

Our gazebos are 3m x 3m in size and are weighted down by sandbags. Lights are included from November-December markets. We do have walls for the gazebos but will use our discretion as to when we use them. The market looks better without the walls, however, in colder weather the walls may be used. The table is 178cm long and 75cm deep. There is only an allocation of one table per trader, though we sometimes have some spares. If it is essential to your stall to have more than one table then you are advised to bring your own and depend only on the one table that we guarantee to provide you.

### Arrival & Set-Up

The gazebos will be set up between 7.30am and 9.30am. You can arrive from 9.30am. Please leave yourself enough time to set up so that you are ready to trade by 11.00am. You can drive onto the Piazza to unload and then you must drive off the Piazza and park your vehicle in a public car park as soon as you have finished unloading. Please also note that if your wheels are anywhere near what is considered the pavement or walkway, you may get a parking ticket, so please make sure your vehicle is properly on the Piazza and well away from the main walkway. Parking tickets are entirely your responsibility.

We have an arrangement with Wimbledon Quarter for our traders to park on **Saturdays** for a fixed fee of £7.50. Each Friday I will provide them with a list of Saturday traders. This is now a ticketless system, with contactless payment and number plate recognition. Simply park on arrival, and on departure drive to the exit and press the button for attention. Announce your name/company to the attendant who will then set the reduced fee to pay, pay using contactless card and they will raise the barrier. On **Sundays** there is a cheap flat rate of £2.50 in the nearby Council car park in Hartfield Road (outdoor).

### Stall Layout

Prior to each market, you will be sent a stall plan indicating your position at the market. Stalls are allocated according to products, regular pitches and is entirely at our discretion. The market manager reserves the right to change stall positions on the market day to accommodate any late changes to bookings.

### Driving

Please be very careful when driving around the Piazza and be considerate of both the public and the other traders who are also trying to set up. Do not park your car inconsiderately where you are blocking any entrances to the shops that surround the Piazza, or blocking any walkways for the public trying to access those premises. Please remove your car from the Piazza as soon as you are finished unloading/loading. The complaint that we do receive is because of the amount of vehicles and activity on the Piazza.

## Decorating Your Stall

The gazebos are in good condition and we would like them returned that way. Any damage to any part of the stall, its walls, frame, table or canopies, will be charged to the trader for replacement of the same. Please do not affix anything to the canvas. You may use string to tie banners and stall decorations to the frame of the stall or to the table, but you must not adhere anything to any part of the material, with no exceptions. It is essential that you bring a good quality tablecloth to cover your tables. Please ensure that it is large enough to hang over the table close to the ground as this also hides the legs and any boxes you may place underneath the table. The table is 178cm long and 75cm deep. It is also essential that all traders bring a banner with the name of their company that can be attached to the table at the front - essential for your own branding. I would also recommend that you get creative with your stall to make it attractive with decorations specific to your products. You may hang goods from the steel frame of the gazebo (no adhesives).

## Closing Down

Traders must trade until 6pm. Please do not bring your vehicle onto the Piazza until you are ready to actually load. Please do your packing at your stall first so that your vehicle is on the Piazza for the minimum amount of time needed. At this time of the day, the Piazza is very busy with members of the public (it will be much quieter during set-up in the morning). We get complaints from the surrounding tenants if their customers have difficulty getting to them or are in any danger so please use your common sense and consideration during this time. It is very important for the future success of the markets. Drive very slowly on the Piazza and with extreme caution. People can do the craziest things when they want to get past a moving car, or they just don't see the car at all!

## Power

We do not provide power at our monthly markets (except November). If you have power requirements you need to bring your own gas supply with you for the monthly markets, which needs to be fully compliant with all required tests and health and safety regulations, and this should be indicated when you book.

## Public Liability Insurance

All traders must have their own public liability insurance for £5m. An annual market trader's policy costs in the region of £60.

## Single-Use Plastic Free

We are proud that our Markets on The Piazza are single-use plastic free in keeping with our pledge to be more sustainable and do our bit for the environment. We ask that all traders comply by not selling, using or supplying your product with any single-use plastic.

## The Piazza

The Piazza is the main performance space in Wimbledon Town Centre. It is situated outside Morrisons Supermarket/Odeon Cinema. It has a natural steady footfall throughout the day and is accessed from both ends. All our main events take place on The Piazza and it is also hired out to companies who seek to promote their products.

## Promotion

If you are active on social media, please follow us on [Instagram](#), [Facebook](#) and [Twitter/X](#). We actively promote the market and our individual traders by sharing content with our followers.