

# HONITON MARKET CHARTER DAY

## Traders Guide 2025

### Incorporating Rules and Regulations

#### Introduction

Honiton Market Charter Day operates under the umbrella of the Honiton Market Charter. The organisers are therefore exempt from 'Street Trading Consent' enforceable in most other areas by East Devon District Council.

#### 1. Registering

All stallholders must have pre-submitted a completed booking form specifying their trading name, relevant contact name and details, and the nature of the specific stall. A site plan will be sent out approximately one week before the event so that you can see where your pitch will be. The **deadline for submissions is Friday 4<sup>th</sup> July 2025**. No admittance will be considered without a pre-submitted booking form.

#### 2. Setting Up

Access to the field will be available **from 7.30am**. Please **DO NOT arrive earlier** than this as the setting up team need time to discuss the layout of the field and mark out the pitches. Patrons are requested to enter the field from the access point at the junction of Northcote Lane and School Lane (Lat/Long. [50.800902,-3.190820](#)). The organisers would appreciate patrons to be fully set up by 9.30am with the day officially beginning at 10.00am.

On the day, there will be clearly marked officials co-ordinating and marshalling affairs at Allhallows Playing Field, and we request that vehicles do not exceed 5mph whilst on the field. Please check in with one of our officials at the site entrance to be directed. All equipment (tables, chairs, gazebos, etc.) must be supplied by the individual stallholder; the organisers offer the **space only**. Patrons are welcome to bring gazebos. Any large gazebos or vehicles (over 3m x 3m) should be brought to the attention of the organisers **PRIOR** to arrival.

Parking for **one car** is permitted behind the allocated pitch. Additional parking: There is limited free parking at The Beehive, Dowell Street, EX14 1LZ and there are also pay-and-display car parks situated nearby: Silver Street, EX14 1NP; Lace Walk off Dowell Street, EX14 1LT; New Street, EX14 1DN.

#### 3. Insurance

All traders **must** have their own Public Liability Insurance in place and proof of such with them on the day unless previously provided, together with Food Hygiene Rating (food vendors) and preferably a Risk Assessment.

#### 4. Siting of Pitches

Positioning of pitches will operate on our pre-designated site map which has been submitted to EDDC. On entering the field, our marshals will be able to direct you to your pitch.

#### 5. Trade Limitation

The organisers retain the right to refuse any exhibit that is considered dangerous or detrimental to the day's proceedings. Only those formerly registered will be permitted to remain at either of the designated locations.

#### 6. Major Incident

In the event of a major incident, please move swiftly but safely to the paved area on the junction of Northcote Lane, Silver Street and School Lane (Lat/Long. [50.800833,-3.190879](#)) and await further instructions from the organisers.

#### 7. Health and Safety Regulations

In the interests of Health and Safety, all traders are requested to operate their equipment as advised by the manufacturer. Private generators, **with up-to-date PAT testing**, are allowed on Allhallows pitches. Traders must have fully operational fire extinguishers present for such equipment. All traders should familiarise themselves with the location of the First Aid Post on Allhallows field. Please be advised that Charter Day is an 'open air' event and traders should make all necessary provisions with regard to protection from the elements. The organisers will not be held responsible for any damage or injury to any specific stall or stallholder.

There is a risk assessment in place for the event and any stallholder wishing to view this may do so by prior request. The organisers would also **strongly recommend** that all participants complete risk assessments for their own stalls. Stalls will be checked periodically throughout the day.

## 8. Extreme Weather

- I. The organisers reserve the right to cancel proceedings at Allhallows field in the event of extreme weather, as so stipulated by EDDC in the written risk assessment. Any such decision will be made on the night before Charter Day. In this event, and depending on available space, all booked stallholders situated at Allhallows field will be relocated to Northcote Lane.
- II. Pitching in Northcote Lane will be at the individual stallholder's discretion. Whilst cancellation of proceedings at Allhallows field will be a last resort, the organisers will make every effort to get in touch with all concerned; however, we advise all traders to keep up-to-date with social media posts and our website [www.honitonmarketcharterday.co.uk](http://www.honitonmarketcharterday.co.uk)

## 9. Litter and Waste

Traders must keep their stand and adjacent areas clear of litter and any other objects that may cause harm to the public and other stallholders. **At the end of the day, individual exhibitors are responsible for the removal of any litter or refuse produced by their stall - LEAVE NO TRACE!**

## 10. Facilities

Please be advised that there is no provision for mains water or electricity to individual stalls. Toilet facilities are available on Allhallows Field (portaloos) and in the local area. Please do not use the Leisure Centre's toilet.

## 11. Security

The organisers cannot be held responsible for the security and safety of the stalls or stock during the course of the event.

## 12. Nuisance

Whilst present, traders must adhere to the instructions issued by the organisers/marshals. All stallholders are asked to conduct themselves with due respect to local residents and others trading at and visiting the event. Any stallholders causing a nuisance may be asked to vacate their spot by the organisers.

## 13. Vacating

Traders at Allhallows Playing Field are requested by the organisers **not to start dismantling their stalls before 4.00pm.** We ask all drivers to exercise extreme caution as there will still be pedestrians accessing the area. **Marshals will lead you off the field.**

## 14. Cancellation

Where a stallholder withdraws from the day, or cancels the space reserved for them for any reason, or fails to attend, we will request the pitch be paid for owing to limited availability.

## 15. Theme Participation

**The theme** for Charter Day 2025 is **'Sport'** and all stallholders are encouraged to dress their stall and/or themselves in suitable clothing/decorations. Whilst this is by no means compulsory, participation significantly contributes to the day and there are prizes and awards for the best dressed stallholders and decorated stall.

## 16. Contact

If there are any queries, please feel free to contact the Chairman, Valerie Sheen, at [charterday@outlook.com](mailto:charterday@outlook.com)

**We wish you a prosperous and enjoyable day!**  
**HONITON MARKET CHARTER DAY PLANNING GROUP**