Edge Hill University

The Hub - Market traders Terms & Conditions 2026 - 2027

September 2026

Edge Hill University

Terms and Conditions 2026 / 2027

General

i. The Hub Market Place is open for trading on most weekdays (excluding institutional events). The times of operation are from 8am- 2.30pm however, Edge Hill University, Facilities Management department reserves the right to change these times or withdraw the facility at any time giving appropriate notice should this occur.

ii. Stallholders using the Hub Market Place must be registered with Facilities Management and have completed the following:
- The Hub Market Place Registration Form, outlining their business or trading details and the goods/services that they wish to sell,
- A signed Terms and Conditions document
- A completed The Market Traders Risk Assessment.
- All other appropriate documents as listed on page 5.

iii. Goods and services for sale must not be changed without prior approval and necessary documentation completed.

iv. To ensure that a wide variety of goods are sold, we will avoid where appropriate any duplication, therefore some applications to trade may not be accepted if it results in too many of the same or similar products being sold or if the products are deemed unsuitable. However, no Stallholder will have exclusivity on what is being sold on any given day.

v. Stallholders are not permitted to sell e-cigarettes or any other age-related products.

vi. The selling of any products containing real fur is strictly prohibited.

vii. Facilities Management reserve the right to deny permission for any stallholder to trade, with an explanation provided should they be denied.

viii. Facilities Management reserve the right to amend its charges annually and will inform Stallholders of any changes to its charges with at least 30 days' notice.

ix. These Terms and Conditions will be valid from September 2026- August 2027

x. Facilities Management reserve the right to amend these Terms and Conditions if necessary, giving appropriate notice should this be required.

xi. A new Hub Market Place Registration Form, the Market Traders Risk assessment and all relevant certifications (see page 5) should be submitted annually by all Market traders during the summer vacation. Any certification which expires during this time must be resubmitted before trading can commence.

Booking the Hub Market Place

i. The dates which are available to book will be set in blocks, according to each academic term and institutional events (September-December, January-Easter, post Easter-Summer). Any dates which are not available due to institutional events will be made clear at the point of booking however, these dates may be subject to change giving one week's notice to the Stallholder.

ii. Prior to attending & payment being authorised on the online shop, all dates must have been agreed, and all the necessary up to date documentation received. Relevant names and contact details within Facilities Management will be provided for making future contact in terms of booking, cancelling and payments.

iii. A stallholder can book a space in The Hub Market Place as a block booking i.e. one full term, on a Tuesday Wednesday and or a Friday , or on an ad hoc basis, the latter will not guarantee your space on a regular basis.

Payment for the Hub Market Place

i. Once you have agreed to the terms and conditions you must register to use the online shop. This registration process is only completed once – you will need to register an email and password which must be confirmed each time you place a booking.

ii. Payment is to be made online via the online shop (see the link below)

http://enterprisesstore.edgehill.ac.uk/product-catalogue/the-hub-market-place/the-hub-marketplace

iii. Only the agreed preferred dates are to be added to your basket.

iv. You will be asked for your password (this is your unique number which appears on your invoice, this must only be used by yourself and not transferred to anyone else).

v. You then choose your preferred payment method.

vi. You will receive an email confirmation of the booking. Please bring this with you each time you attend, in case you are asked for it.

vii. Please only make purchases for agreed dates within the online shop, if dates are purchased that have not been agreed you will be unable to trade.

- Payment for trading on a TUESDAY is required 1 week in advance on the Tuesday prior by 4pm
- Payment for trading on a Wednesday is required 1 week in advance on the Wednesday prior by 4pm
- Payment for trading on a Friday is required 1 week in advance on the Friday prior by 4pm
- Your stall is only confirmed once payment is received for the agreed dates,

Cancelling a Booking

i. If you wish to cancel a booking, the cancellation must be received at least 24 hours prior to the market date for a refund to be offered or transferred to an alternative date.

ii. The request should be made by email, to Conferences@edgehill.ac.uk

iii. If you fail to notify us that you will not be attending on a date that you have paid for, the payment will not be refunded nor transferred.

iv. If you fail to attend on your preferred dates on two occasions without notification, you may lose your place on the market traders list. This is entirely at the discretion of Facilities Management.

Allocation of Stalls and Spaces to Permanent Stallholders

i. Tables will be provided for Stallholders and will be laid out corresponding to the number of bookings taken. Tables will be available from 8am on the day of trading. The Stallholder cannot bring their own tables without prior consent from Facilities Management and if agreed these tables must measure within boundaries set by Facilities Management.
These boundaries are for one 6ft by 2ft trestle table. One additional table or clothes rail/goods stand is permitted as an extra to the table allocated.

ii. Facilities Management must be informed of this prior to booking, and it must not overhang the adjacent Market Stall.

iii. The set up and set down of the stall will be the sole responsibility of the Stallholder and the use of any equipment to transport goods from vehicles must be removed from the Hub before trading. Use of University equipment to assist with this is not permitted. This also includes the use of any of Morrisons or Subway equipment.

iv. The site or size of the stall or space allocated shall be at the absolute discretion of Facilities Management.

v. The Stallholder shall only trade from the stall or space allocated and at the prescribed times and must not trade from any other stall or space unless instructed to do so by Facilities Management. No stock can be placed on the floor, nor overhang the table, or hung from walls and windowsills. The back seating should only be used as minimal storage and not as an additional table or workspace.

vi. If the Stallholder fails to occupy the stall or space by the permitted time of 10am at the absolute latest, the stall will be removed, and the standard charge will apply.

vii. A member of the FM Conference team will visit each stall by 9:30am to confirm traders' attendance.

viii. Point of sale material should be tasteful and proportionate to the products on display. Edge Hill University staff can request inappropriate displays to be removed at their discretion. Any advertising material being used, not on a Hub Market Day will be removed.

ix. Facilities Management is committed to a sustainable environment, and this is central to our operations. In line with this we ask that, where possible, all Stallholders refrain from using standard plastic bags, using recyclable and/or reusable bags in place of these instead.

Important -please note.

Natasha's Law; The UL Food Information Amendment (Natashas Law) states that, 'Prepacked for Direct Sale' food must clearly display the following information on the packaging.

- o Name of the food.
- o Full ingredients list, with allergenic ingredients emphasised; (for example in **bold**, *italics* or a different colour)

- Stall holders **must not** use or sell any peanuts or products which contain peanuts.

- A maximum of two electrical appliances per stall are permitted to be plugged into the mains supply These appliances must have been PAT tested within the last 12 months and bear the appropriate test certificate

- Stall holders are not permitted to use gas burners or canisters in the HUB.

There are no exceptions.

Access and Parking of Vehicles

i. Vehicles must always enter the University via St Helens Road visitor entrance and adhere to speed limits. Unloading may take place in the Forest Court car park. Vehicles must then be parked in Car Park A (or directed to an alternative if unavailable).

ii. Parking cannot be guaranteed, and you may be asked to park off site at busy times.

iii. Emergency accesses must be kept clear at all times,

iv. All unloading must be complete by 9.30am and all equipment used for unloading must be removed from The Hub by the very latest 10am.

v. Care must be taken when loading or unloading goods from stalls and we ask that traders are mindful of the other users of The Hub and cause no damage to the fabric of the building. You will be charged all expenses if any damaged is incurred.

Hours of Opening

i. The Stallholder will be permitted to set up from 8.00am and should be ready for trading no later than 10am. Set down can commence from 3:00pm and must be completed by 4:00pm.

ii. Stalls will be removed from The Hub no later than 4.30pm in readiness for The Hubs evening service.

Cleaning and Disposal of Refuse

i. All Stallholders must keep the stall or space and its immediate surroundings in a clean, tidy and safe condition throughout the day.

ii. It is the responsibility of the Stallholder to bring all cleaning materials and clean any spillages immediately.

iii. All packaging and waste are to be removed off site, i.e. cardboard boxes, waste food items.

Conduct of the Stallholder

i. The Stallholder shall always conduct his/her trading in an honest, civil and business-like manner, without causing nuisance, obstruction or interference in any way with the public or with the trading of any other Stallholder, and in compliance with instructions given by Facilities Management staff.

ii. All stall holders must comply with all EHU fire evacuation procedures.

iii. Stallholders are to refrain from "pitching" or "loud selling" even with the use of equipment that amplifies or increases voice or sound levels.

iv. No broadcasting of music whether live or recorded is allowed by the Stallholder.

v. All stallholders must comply with all statutory and other legal requirements, both civil and criminal, particularly those relating to consumer goods and services and the H&S at work act 1974.

Signage

i. Facilities Management provide Permits daily; this will include the name/trading name of the Stallholder which will be set out on the allocated table on the day of trading. This should be displayed in a prominent position while the stall is occupied.

ii. The Stallholder must display **ALL** relevant certification (If applicable) in a prominent position on the stall such as:
   - Public Liability Insurance
   - Food Hygiene Certificate
   - Allergen Information
   - PPDS food must include a full ingredients list, with allergenic ingredients emphasised (for example in bold, italics or a different colour)
   - Food Safety Certificate

Documents to be provided by the Stallholder

i. Facilities Management require the following documents to be sent to us prior to you holding a stall at the Hub Market Place. This can be done as an attachment in an email, hard copies posted or handed in person to Main Reception-*for the* ***attention of the FM Conference office administrative team.***

   - Copy of your Public Liability Insurance (PLI)
   - Copy of the most recent Environmental Health Officer Report and/or a copy of your Food Hygiene Certificate. *If you are exempt from this, you must provide a copy of your exemption form. If you are yet to receive a Food Hygiene Certificate, please provide evidence of your application. (If Applicable)*
   - Copy of Allergen information for all products to be used or sold (if applicable)
   - Copies of PAT tests for any electrical equipment that you will be bringing to the site (if applicable).
   - Copy of steam pressure test (if applicable).
   - A risk assessment. A template will be provided if required.

ii. Please be aware that Facilities Management have been instructed that you must (as a trader) have as a minimum, **£10million Public Liability Insurance**. This is without exception.

iii. It is the responsibility of the Stallholder to provide any renewed certification that may have expired during the period.

Misconduct and Disciplinary Action

i. Facilities Management reserve the right to suspend or terminate a Stallholder's permission/Permit to occupy a stall for non-compliance with any of the above.

GDPR

ii. Facilities Management will not pass any requested details from a trader to a third party. All collected documents will be destroyed on a 12month rolling basis.

Card Payments

iii. You can only process card payments on campus if you are fully compliant with the current Payment Card Industry Data Security Standard (PCI DSS)

iv. Edge Hill will not provide services of any kind to assist you in storing and transmitting payment data. You are permitted to use your own SIM card payment terminals on campus if used in a PCI DSS compliant manner.

v. If you are not complying with the current PCI DSS, or if we believe that you are using non-compliant practices, we reserve the right to stop you operating on our premises with immediate effect.

Trading name of stall (Please print) ______________________________

Name of stall holder (Please print) ______________________________

Signature of stall holder ______________________________

Date ______________________________

(Office use)

Date Reviewed _

Name _