



## Retail Cart Guidelines and Criteria

Please read these guidelines carefully before applying to trade at Libraries Unlimited.

If you require this form in another language, then please request this from [rachel.payne@librariesunlimited.org.uk](mailto:rachel.payne@librariesunlimited.org.uk).

### **Applying**

Please give as much information in your application as possible. We encourage you to refer to the criteria (outlined below) in order to help us make our selection. High quality images of previous market stalls, along with images of your current stock are essential. We advise that you can show us an active social media account or website to support your application.

Applicants must be 16 or over. Submitting the application form does not automatically guarantee you a retail space slot. All applications will be reviewed before traders are approved to sell. If your application is rejected, the decision is final and non-reversible. We reserve the right to reject applications without explanation.

All newly approved traders will be subject to a probationary period of 5 trading days. We reserve the right to revoke permission to trade without explanation within this period.

All traders must present proof of their own Public Liability Insurance, covering up to £5,000,000.





## **Criteria**

Below are some examples of the sorts of products we would love to see feature at our retail carts, and the quality that we aspire to. This list is by no means exhaustive, and we encourage everyone to enquire about trading.

### **Home, vintage, clothing, and children's items**

We are looking for traders who offer homewares, clothing, soft furnishing, and children's items who:

- Sell homewares, furniture and gardenalia that is handmade. in the UK or high-quality reclaimed/vintage items.
- Sell specialist and/or vintage books and music.
- Sell flowers, herbs and foliage that are grown locally and sustainably.
- Offer affordable and interesting items.
- Offer quality preloved or ethically sourced clothing.
- Offer an attractive display of their goods.
- Use recyclable, biodegradable, or recycled packaging. and customer bags.

## **Produce**

We are looking for those who...

- Grow, process, or otherwise produce their own products.
- Use local, seasonal, ethical, organic and fairtrade ingredients.
- Demonstrate strong ethics with regard to sustainability, the environment and animal welfare.
- Use recyclable or biodegradable packaging and containers.





- Offer new, interesting, and innovative produce which can be considered specialist, artisan, or gourmet.
- Offer an interesting, eye-catching display of their products.
- Are based in the West Country.

Anyone wishing to sell products prepared for consumption must present proof of their environmental health rating. This should be for consumption off site so as to not compete with the existing facilities within the libraries.

Stalls wishing to sell alcohol must do so as 'off-sales' (sold in a sealed container and consumed off the premises). We are unable to accept applications from traders wishing to sell hot food for immediate consumption. This is in order to support the existing cafes within our premises, which we encourage traders and library visitors to make the most of. As such, we ask that all food is sold in closed containers so that it can be taken away.

### **Designer/Makers/Artists**

We are looking for traders who:

- Offer products and artwork made with skilful and innovative design.
- Are knowledgeable, passionate and skilful creators.
- Deliver an interesting and eye-catching display.
- Adhere to environmental and ethical principles.
- Use recyclable, biodegradable or recycled packaging and customer bags.





We encourage early booking and open communication with the Business Development Manager as to when you would like to trade so that we can effectively plan and curate the stall for everyone's benefit.

Libraries Unlimited is proud to embrace a "shop-small, shop-local" ethos. We look at all applications on an individual basis. One of the main aims of Libraries Unlimited is to support small, local businesses who are looking to grow themselves. Our stalls offer a platform to expand established businesses looking to grow.

With this in mind, reference to future and long-term plans for your business may help support your application, further support on this can be gained from our Business & Intellectual Property Centre (BIPC) see: <https://bipc.librariesunlimited.org.uk/> for details.

### **Booking**

Successful applicants will be classed as Permanent Traders and will be able to block book the stall using Eventbrite. The stalls must be booked through the Eventbrite link and paid for in advance.

Cancellations or requests for changes must be made in writing to the Business Development Manager. We require at least 48 hours' notice for any changes that you wish to make, and we will do our best to meet your needs.

If a cancellation is made before 48 hours in advance, then we will offer a refund minus an administration fee of 10%. If the cancellation is made within the 48 hours prior to the specified date, then no refund will be issued. In the event that the stall is unavailable a full refund will be issued.





### **The Stalls**

At Libraries Unlimited we provide a limited number of high-quality wooden stalls and gazebo shelter across several of our sites.

Approved traders must use our infrastructure when trading.

Photographs of our stalls can be found on our website and social media accounts, should you wish to begin planning your set up beforehand.

We provide stools or chairs, along with free Wi-Fi.

All stall fees are charged at a flat rate of £25 per day. This will be reviewed every 3 months. Block bookings may be eligible for a discount. This must be booked via Eventbrite with an invoice to follow shortly. Invoice must be paid upon receipt.

### **Retail day**

The stalls will be available during library opening hours, please check these with the library you are booking with. This will be reviewed every three months. Library staff will be on site by 09:00. Traders should aim to be there by 09:00.

There is limited parking at any of our sites so stock will need to be dropped at the main door and any vehicles moved off site. There is space for loading and unloading in the bay on directly outside the library for a very limited window. Instructions will be provided upon successful booking of a stall. There is currently no free parking available in the immediate vicinity of the market and stall holders are expected to be responsible for their own vehicles.





## **Conduct**

Libraries Unlimited is committed to supporting the rich diversity in our community and championing a more inclusive and equitable society. We take a zero-tolerance approach to any form of hate speech, discriminatory language and anyone seeking to create division. Activity of this sort will not be tolerated anywhere in our libraries and people will be asked to leave. Comments of this nature will be removed from our social media and individuals will be blocked and reported.

Libraries Unlimited will not tolerate aggression in any form towards its staff, visitors, or affiliates. Any trader seen to be behaving in a threatening or aggressive way, or in a way that negatively impacts the wellbeing of the library community, may be banned from booking the stalls on future dates. Reputation of conduct will be considered when reviewing applications.

## **Equality, Diversity, and Inclusion**

Libraries Unlimited is proud to support our community in all its rich intersectionality and diverse culture. We believe, diversity is strength, inclusion makes us stronger, and equality serves us all. Our ambition is to be a progressive, inspiring, and inclusive charity, focused on delivering our mission to enrich lives and build thriving communities, through ideas, imagination, creativity, and knowledge. We want to raise the aspirations of communities, inspiring people and ensuring no one is left behind.



We commit to taking positive action and building a culture that champions equality, diversity, and inclusion throughout the organisation. As an organisation, we are continually learning and





benefitting from external expertise. We are working to make equality, diversity, and inclusion a central part of Libraries Unlimited, embedded in our cultures and behaviours

We know a community thrives by working together, as such we have commissioned these stalls to support local businesses and to highlight libraries as a space which is welcoming, safe, and inclusive for all. At Libraries Unlimited we are dedicated to ensuring equality, diversity, and inclusion amongst our traders. As such, we encourage everyone to apply to trade.

We also offer translations of our documentation upon  request and are constantly working to ensure diverse representation. If you have any additional needs or require support to trade, then please make this clear on your application form OR contact the Business Development Manager directly ([Rachel.payne@librariesunlimited.org.uk](mailto:Rachel.payne@librariesunlimited.org.uk)) We will make any feasible arrangements or plans to make the stalls accessible to all. 

Please see our full EDI policy for more details. Additionally, we recognise that there can always be improvement in this area and welcome constructive feedback and advice from anyone who wishes to share their thoughts.

Please email the Business Development Manager ([Rachel.payne@librariesunlimited.org.uk](mailto:Rachel.payne@librariesunlimited.org.uk)) if you have any further questions or wish to clarify anything regarding the trader policy.

Libraries Unlimited reserves the right to amend the trader policy at any time, at our discretion. Any changes will be highlighted to traders.

