



Retail Cart Trader Policy

Please read our trader policy and guidance carefully before applying to trade.

Libraries Unlimited Trader Policy and Guidance

This is a not-for-profit event and proceeds from stall booking fees go directly back into the running of Libraries Unlimited. As such, we do not offer discounted stalls.

Libraries Unlimited welcomes all sorts of stall holders!

We are keen to receive applications from those selling high quality, sustainably sourced, or locally made products. We would love to hear from fledgling businesses, artisans and craftspeople, gourmet foodies and anyone passionate about the 'shop local, support small' movement.

From start-ups and passion projects. Bakers, jewellers, potters, printers and those who just need to make room for more in their wardrobe, you all have a place at one of our three key locations: Exeter, Barnstaple or Paignton

TRADER TYPES

At Libraries Unlimited, we divide everyone into 3 categories so make sure you know which one you are in before you book your ticket. Those with the wrong ticket type may be refused entry.

1. **ARTISTS** – have you got work you want to showcase? Would you like to hire the retail cart to showcase your latest collection?
2. **TRADERS**– selling something you've made? Buying goods specifically for resale? If you trade regularly, including selling online, you are classed as a trader.





3. **FOODIE**- selling consumables? Baker? Chocolatier? Jams and Chutneys? Veg? If you are selling food items, then you are classed a foodie.

Traders and foodies will need to provide proof of their **Public Liability Insurance**. Foodies will need to provide proof of their food hygiene certification if they are selling food that has been prepared in any way.

YOUR PITCH

We offer a stall in three different locations – Exeter, Barnstaple and Paignton libraries.

PITCH FEES

Day Rate = £25

Block week booking (Mon – Thurs) = £100

Weekend Rate for Paignton and Barnstaple (Fri – Sat) = £45

Weekend Rate for Exeter (Fri – Sun) = £55

ON THE DAY

You will be able to drop off your stock 30 minutes prior to the library opening, we will watch this for you whilst you park. Please note there is no parking at any of our library sites.

Table Coverings are not provided. We request you do not use tape, or blu tak to attach anything to the stalls.





Refreshments and food are available to purchase from the café onsite.

We welcome any help from stallholders in spreading the word about our retail stalls. We'd love it if you could spare the time to promote the opportunity amongst your friends and customers and invite people along to see your stall. Follow and tag @librariesunlimited on Instagram, Twitter and Facebook and use #LoveLibraries, #SupportLocalBusinesses to promote and get the word out.

If you can't make it on the day, then please let us know as soon as possible. You're welcome to send someone in your place, but you'll need to let us know their name and email address. Libraries Unlimited cannot be held responsible for any losses made.

Refunds will ONLY be issued in exceptional circumstances.

Trader, maker, crafter, food, and drink (etc.) stalls are at the final and total discretion of Libraries Unlimited. In very rare circumstances, Libraries Unlimited may refuse an application and you will not be allowed to hire a stall. No justification or reason shall be issued in instances where stallholders are refused. Reputation of conduct will be considered. The decision of Libraries Unlimited is final.

Once your booking has been reviewed, we will respond as soon as possible with confirmation and payment details.

In some cases, this may take over a week, but we will endeavour to be quicker!

You must upload all relevant paperwork at the time of application.

