

Applications and Payments

1. Applications are open all year round. Please note that we do not accept applications from vendors using AI, unlicensed images, wholesaling and MLMs.
2. Applicants will be notified of their accepted, waitlist or declined status via email which can sometimes land in spam folders, so please also check this. Kindly note that application does not automatically mean acceptance.
3. If an application is successful, a confirmation AND invoice will be sent at the same time via Eventally email. Emails can sometimes land in spam folders – applicants are asked to check this.

Accepting the offer of a place means agreeing to our terms and conditions.

4. Applicants who receive a waitlist notification will be contacted if a place from a similar discipline becomes available.
5. Invoices must be paid 2 weeks after the booking confirmation. Applicants will receive several automatic reminders before the due date and if the invoice remains unpaid, the place may be cancelled and offered to another trader.
6. If a trader is no longer able to attend the market, please inform us via email as soon as possible. Selling/transferring the table to another trader is not permitted.

Fees

7. Table fees include:

Venue hire costs

Market Operator Licence

PLI (traders will still need their own)

Processing fees

Paid for social media advertising

Printed local advertising

Outdoor banners

Social media share

Wild Ivy representative onsite from start until finish

Before the Market

8. We will send a trading pack via email two weeks before the market. Please carefully read all of the information.

9. Assets to advertise the market will be sent as part of the trading pack. Traders are required to use these (or their own) on social media and websites to promote the market and their attendance. Any makers found not doing so may not be asked back. Sharing your market attendance brings your followers and customers to the event which in turn creates sales.

10. By accepting an offer to trade at our markets, traders agree to Wild Ivy using their website/social media images for the purposes of advertising and promotion.

Setting Up

11. Entry to the venue is from:

- 8.30am for markets opening at 10am (Paisley Town Hall Saturdays)
- 9.30am for markets opening at 11am (Kelburn, Johnstone, Gourrock)
- 3.30pm for markets opening at 5pm (Paisley Town Hall Night Markets)

We ask that traders do not arrive early as entry will not be permitted until the stated times.

12. Upon arrival, traders will be shown to their named table. Swapping tables is not permitted as the layout has been carefully curated to ensure that similar products are not adjacent to each other.

13. Once the stall has been located, please bring all stock to the table and then move vehicles to the rear of the car park (or away from the venue if there is no on site car park). This MUST be done before starting to unpack.

Table Information

14. Inside traders will be allocated a trestle table and chair. Please do not bring additional tables. Additional space for rails cannot be guaranteed.

15. Traders must supply their own table covering that reaches down to the floor, hiding stock etc from underneath the table.

16. Please do not attach anything to the walls. Anyone doing so will be asked to remove the attachments and any damage this may cause will be billed directly to the trader.

17. Please do not put anything in front of your table as walkways must be kept clear.

18. Wifi is not guaranteed and traders must be able to sell without it.

19. Electrical points are not provided. If lighting is required, makers are asked to bring battery operated solutions.

20. A maximum of two people behind a stall.

21. If a trader sells out, a 'Sold Out' notice should be displayed for customer reference.

22. Candles must not be lit.

Outdoor Trading: Temporary Outside Structure Information

23. Traders must bring their own temporary outside structures. These MUST be appropriate for the weather conditions of the day and include weights.

24. Wild Ivy is not responsible and cannot be held accountable for damage to or caused by temporary outside structures or stock.

25. Wild Ivy will monitor predicted weather conditions via a wind management plan prior to the market. If conditions are unsafe for outside trading, we reserve the right to cancel this part of the market. Affected traders will be informed as soon as possible and given a refund minus transaction costs.

Legal Requirements & Certification

26. Alcohol traders must obtain an occasional licence from the relevant local authority.

27. Food and drink traders are required to display their Food Hygiene rating on their table. This is a local authority licence condition. If trading at Paisley Town Hall or Johnstone Town Hall, food and drink traders must complete and return the local authority questionnaire (we will email it to relevant traders) at least one week prior to the market.

28. It is the responsibility of all traders to have their PLI insurance up to date (£1 million minimum) and available for potential inspection at every market (this includes Charity and Young Entrepreneur stalls).

29. It is the responsibility of all traders (if applicable) to have their industry specific certification available for potential inspection. This might be for candles or skincare, for example. If you are unsure as to whether this applies to you, please visit Trading Standards for advice (<https://www.tsscot.co.uk>).

30. All traders MUST display their business name and pricing. This is a legal requirement.

At the Market

Trading Times are as follows:

Paisley Town Hall (Saturdays) 10am-4pm

Paisley Town Hall Night Markets 5-10pm

Johnstone Town Hall 11am-4pm

Kelburn Castle 11am-4pm

Gamble Halls Gourock 11am-4pm

31. Wild Ivy is not responsible for and cannot be held accountable for a trader's sales at the market.

32. Wild Ivy is in no way under any liability for any expenditure, liability, damage or loss sustained or incurred by stallholders.

33. A zero tolerance policy is in place. Any concerning behaviour towards our team will not be tolerated and individuals involved may be asked to leave.

34. We are on site at all times throughout the market and do not leave until the last trader has left. If a trader has an issue, it should be reported to us as soon as possible.

Workshops

35. The workshop space holds 12 participants (Johnstone Town Hall, 10 participants at Gamble Halls Gourock) and will be equipped with tables and chairs. There is also close access to a sink.

36. Traders operating workshops MUST have the relevant insurances that covers the workshop participants.

37. Materials are not supplied.

38. The trader is responsible for workshop bookings.

39. The trader must be able to operate one or two workshops within the market opening times (11-4).

40. The floor must be covered with a protective layer if the activity could potentially damage the floor (e.g paint, wax etc).

41. The workshop space must be left clean and tidy.

Closing Time

42. DO NOT pack away early. The market is advertised as being open from and to specific times.

43. Please bag and take away your own rubbish, ensuring the area has been left clean and tidy.

44. Traders must pack away and have vacated the venue within the timeframe specified for each individual market (found in the trader pack).

Cancellation and Refunds

45. If a market is cancelled due to bad weather or unforeseen circumstances, traders will be offered either a refund (minus processing fees) or transference to another market (where possible).

If a trader can no longer attend, please inform us as soon as possible by email.

Refunds will be given as follows:

If the market is more than 14 days away:

- a refund will be issued minus processing fees providing the space can be filled
- If the space cannot be filled, no refund will be issued

If the market is less than 14 days away:

- No refunds will be issued

46. By accepting a place at our markets, traders accept all of the terms and conditions.