



PORTSMOUTH CATHEDRAL

Trade Fairs and Markets at Portsmouth Cathedral

Trader Information & Terms

Art and Photography Market – Saturday 20 April 2024

- Application Deadline: Saturday 30th March
- Friday 19 Set-Up Access Timings: 7pm to 8pm
- Saturday Access Timings: 10am to 6pm
- Market Timings: 11am to 5pm

Suitable for...

Artists, photographer, sculptors, ceramicists etc. Aiming to sell pieces, prints, or take commissions.

Pricing Information

- A deposit of half the pitch price will be due when you receive confirmation of booking. This is non-refundable. An invoice will be raised and issued to you.
- The remainder of the pitch price will be due a minimum of 14 days prior to the market date. An invoice will be raised and issued to you.
- The Cathedral has 20 6ft go-pak tables available to be booked. Once these are sold, only spaces will be available to offer. Spaces can be booked by those who are happy to provide their own tables.



- Please specify on the booking form whether you are booking a Cathedral Table or a space, inside or outside, and which size.

Booking Type	Pitch Prices
6ft Cathedral Table	£35
6ft Space	£30
6ft Outdoor Space	£30
12ft Cathedral Table	£70
12ft Space	£60
12ft Outdoor Space	£60

Makers Market – Monday 6 May 2024

- Application Deadline: Saturday 20 April
- Monday 6 Set-Up Access Time: 10am
- Market Timings: 11am to 4pm
- Market Clear By Time: 5pm

Suitable for....

Creative makers such as jewellery, crochet, paper crafts, bakers. Looking to highlight local small businesses.

Pricing Information

- A deposit of half the pitch price will be due when you receive confirmation of booking. This is non-refundable. An invoice will be raised and issued to you.
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- The Cathedral has 20 6ft go-pak tables available to be booked. Once these are sold, only spaces will be available to offer. Spaces can be booked by those who are happy to provide their own tables.
- Please specify on the booking form whether you are booking a Cathedral Table or a space, inside or outside, and which size.



Booking Type	Pitch Prices
6ft Cathedral Table	£30
6ft Space	£25
6ft Outdoor Space	£25
12ft Cathedral Table	£65
12ft Space	£60
12ft Outdoor Space	£60

Harvest Market – Saturday 14 September 2024

- Application Deadline: Saturday 24 August
- Friday 13th September Access Timings: 7pm to 8pm
- Saturday Access Timings: 10am to 6pm
- Market Timings: 11am to 5pm

Suitable for...

Food vendors, autumn crafts, decorations, and clothing.

Pricing Information

- A deposit of half the pitch price will be due when you receive confirmation of booking. This is non-refundable. An invoice will be raised and issued to you.
- The remainder of the pitch price will be due a minimum of 14 days prior to the market date. An invoice will be raised and issued to you.
- The Cathedral has 20 6ft go-pak tables available to be booked. Once these are sold, only spaces will be available to offer. Spaces can be booked by those who are happy to provide their own tables.
- Please specify on the booking form whether you are booking a Cathedral Table or a space, inside or outside, and which size.

Booking Type	Pitch Prices
6ft Cathedral Table	£35
6ft Space	£30
6ft Outdoor Space	£30
12ft Cathedral Table	£70

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Cathedral Offices, Cathedral House
63-68, St Thomas's Street,
Old Portsmouth, PO1 2HA





12ft Space	£60
12ft Outdoor Space	£60

Christmas Gift Market – Saturday 23 November 2024

- Application Deadline: Saturday 26th October
- Friday 22nd November Access Timings: 7pm to 8pm
- Saturday Access Timings: 10am to 6pm
- Market Timings: 11am to 5pm

Suitable for...

Gift items, cakes, refreshments, toiletries, Christmas decorations, Christmas themed jewellery, accessories.

Pricing Information

- A deposit of half the pitch price will be due when you receive confirmation of booking. This is non-refundable. An invoice will be raised and issued to you.
- The remainder of the pitch price will be due a minimum of 14 days prior to the market date. An invoice will be raised and issued to you.
- The Cathedral has 20 6ft go-pak tables available to be booked. Once these are sold, only spaces will be available to offer. Spaces can be booked by those who are happy to provide their own tables.
- Please specify on the booking form whether you are booking a Cathedral Table or a space, inside or outside, and which size.

Booking Type	Pitch Prices
6ft Cathedral Table	£40
6ft Space	£35
6ft Outdoor Space	£35
12ft Cathedral Table	£75
12ft Space	£65
12ft Outdoor Space	£65



Booking Conditions

Payment

When you receive confirmation from Portsmouth Cathedral that you have a pitch at one of our markets, a 50% deposit will be due for payment. This will be 50% of your pitch price and will be non-refundable.

The remainder of the pitch price will be due for payment a minimum of 14 days prior to the market date.

For cancellations requests received by the Cathedral less than 21 days prior to the market date, the remainder of the pitch fee will be due in full.

Market Layout

- 40x 6ft Spaces available, including 5 outdoor spaces.
- The Cathedral has 20x 6ft tables available for booking. All other space bookings will be required to supply their own set-up.

Allocation of Table/Spaces

All booking requests will be assessed by the Cathedral, so please include any social media links so we can view your proposed sales items.

Successful applicants will be contacted with a trader confirmation booking document, which will detail the table/space booked, where they have been allocated on the plan and payment information.

Access Times

Access to the Cathedral will only be permitted within the times booked by the Portsmouth Cathedral Events Manager. These will be outlined in your trader booking confirmation document.

Any traders who arrive early will be asked to wait until the Cathedral is available.

All setting-up and clearing away must be completed within the times outlined in the trader booking confirmation document.

Suitability of Items



The laws that govern the Church of England require the Chapter to ensure that any event taking place within Cathedral property is suitable for Christian worship.

Equipment

Prior agreement must be sought with the Events Manager and Chief Operating Officer for the use of any special electrical equipment, lighting, special effects etc. No material or equipment may be fixed to any part of the Cathedral fabric without prior approval. The use of 'dry ice' and other similar effects is not permitted in the Cathedral at any time. Additional costs may be incurred for any damage sustained in breach of this agreement.

Allocation of Tables/Spaces

All booking requests will be assessed by the Cathedral, so please include any social media links so we can view your proposed sales items.

Power Supply

Power supply in and around Portsmouth Cathedral is limited. Currently we only able to provide standard single-phase power via standard plug outlets.

Traders who require power will need to request this from the Portsmouth Cathedral Events Manager. Power will be allocated on a first-request basis, and your stall position will be allocated taking this into consideration.

All traders who request power will be subject to an additional £10 charge.

Stock

The Cathedral is not responsible for the loss, damage or theft, or unsold stock, supplied by traders.

Safety on Site

A register of all trader's names will be produced for use on the day. Final names will be gathered a minimum of 2 weeks prior to the event date.

All traders will need to register upon entry to the Cathedral. This list will remain at the entrance/exit point for in the case of an emergency.

All traders will be allocated their space on a layout plan which will be issued in advance of the market date.



Public Liability Insurance

All traders will need to hold their own public liability insurance.

All traders will need to provide proof of valid PLI within 2 weeks prior to the event date.

Cleaning

All traders will be asked to leave their area as clean as they found it.

The Cathedral is limited in the amount of rubbish we can dispose of without incurring an additional charge. Therefore, we request that traders take as much rubbish as they can off-site for disposal.

Parking

There is no parking for vehicles at the Cathedral. There is public parking and on-street parking available in the surrounding area.

Once you have a confirmation document from the Cathedral, you can apply to Portsmouth City Council for a 12-hour visitor parking permit for the KA area. The Cathedral cannot apply for this on your behalf.

Marketing

As part of the Cathedral's aims to be more eco-conscious, the majority of our marketing is now digital. The market will be included in the printed What's On publication which will be distributed across our diocese.

Cathedral social media accounts will post and share posts, when possible, with information about the market. There will also be a paid social media marketing campaign for the market, funded by the Cathedral. All successful traders will be asked to share social media and website links.

Please get in touch with events@portsmouthcathedral.org.uk if you have any additional questions about trading.