

date 9 November 2022

## **CITY OF PORVOO MARKET RULES**

### **Reservation and payment of sales outlets**

In order to confirm market participation, a vendor must contact the market representative. Sales outlets are distributed according to outlet distribution in previous years and in order of registration. The schedule and deadline for registration will be notified on the City of Porvoo website at [www.porvoo.fi/markkinat](http://www.porvoo.fi/markkinat). The sales outlet fee will be collected at the beginning of the market by means of the debit card terminal at the marketplace office. The market representative has the right to negotiate on behalf of the market organiser with market vendors and make decisions on outlet allocation. Vendors can reserve a place for both the autumn and spring markets, or for the autumn or spring market only.

### **Managing and assigning sales outlets**

If a vendor who reserved a sales outlet fails to pay the sales outlet fee, they lose the right to the sales outlet in question. The sales outlet will subsequently be assigned to the vendor next on the wait list. Assigning the sales outlet to a third party is forbidden and will lead to losing the sales outlet. You can inquire after sales outlets that have not been claimed by contacting the market representative on market day.

### **Establishment and disassembly of sales outlets**

The sales outlet shall bear a vendor sign indicating the company's name, registered office and contact details.

Sales activities must fit inside the allocated space so that none of the products on sale or any part of the sales tent or canopy exceed the borders of the space. Corridors between sales squares must be kept accessible.

After the market, sales tents and equipment must be dismantled and transported away from the market area by 7 pm to allow for the unobstructed cleaning of the entire area by machine.

The City is not liable for any obstructions to using reserved sales outlets (such as burst pipes). In the above-mentioned event, the City will assign another sales outlet for the vendor.

### **Health and safety**

Market vendors must follow the current local health safety guidelines issued by the authorities to prevent communicable diseases. The City of Porvoo has the right to cancel the market if required by health security, e.g. due to guidelines issued for public events.

The market organiser is responsible for security in the market. The fee includes general security, which does not cover individual sales outlets.

## Electricity

Electricity consumption must be restricted to essential use only. The use of large halogen lamps (500 W) and heating fans is forbidden. Power current (16A) is also available. Electricity is subject to a separate fee (see Sales times and outlet prices).

## Sales times and outlet prices

The sales time is 7 am to 6 pm. Vendors may assemble their sales outlet the previous night after 6 pm.

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|---|-------------|
| • Sales outlets 4 x 4 m or 6 x 4 m<br>(including bagel and balloon sales outlets) | €125/market |
| • Sales outlets 2 x 2 m   | €85/market  |
| • Sales outlets, 4 x 4 m or 6 x 4 m, Friday slots                                 | €70/market  |
| • electricity (lighting)  | €40/market  |
| • electricity (refrigerators)   | €60/market  |

## Food sales

Products with expired dates must not be sold. Notification of starting operations in movable food premises must be made no later than four weeks before the intended operation. Professional food sales requires food premises that have been reported. The obligation to file a notification concerns new food vendors. Vendors who have sold food on the Porvoo market before will be notified to Environmental Health Services in a centralised manner. The certificate must be available for inspection at the sales point. Out-of-town food sales must be notified no later than four days before the intended sale.

Please observe the following:

- A separate toilet for food workers must be made available to workers handling unpacked food.
- Sales tents must have at least three walls and a roof.
- A sufficient amount of water from the municipal supply (or tested well water) must be reserved.
- Sufficient electricity supply for both refrigerator and heating equipment (statutory temperature limit values must be observed) must be ensured.
- A sufficient number of trash bins must be reserved for customers.
- Waste must be taken to the collection point and wastewater to the wastewater drain after the sales day.
- A certificate or inspection record issued by a supervisory authority for the food sales supporting facilities must be available at the sales outlet.

## Parking and service traffic

Information on the parking area subject to a fee reserved for market vendors will be made available on the website. Service traffic in the market area is only allowed outside sales times.