KORDIA
CHERRY-PICKED EVENTS

KORDIA INFORMATION PACK

CHESHAM PLANT-BASED MARKET

LOCATION

Market Square, Chesham HP5 1ES

DIRECTIONS (MAP ADDRESS)

The Mad Squirrel, 8 Market Square, Chesham HP5 1ES
Please see photos at the bottom of the information pack for more information.

UNLOADING GUIDANCE

Please enter the site via Red Lion Street entrance to Markwt Square, it is a pedestrian area, so please drive slowly with your hazard lights on.
Drive onto the Market Square, where you will be directed to your pitch by Kordia Staff.

EVENT TIME

10:00am - 4:00pm

SET UP TIME

8:00am - 9:15am
You must be onsite by 9:15am.
If you are not, you will not be allowed on site to set up.
All vehicles must be offsite by 9:30am.

PACK DOWN TIME

4:00pm - 5:30pm
Vehicles will be allowed onsite at 4:00pm or once stated by a member of Kordia Staff.
You must not pack down before 4:00pm.

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ON-SITE CONTACTS

HENRY HAMPSHIRE - 07763582786
OLIVIA TEANBY - 07879770682

POWER

There will be power on-site.
Power must be booked and paid for before the event.
You must state on your booking what power you require.
All equipment used must be PAT tested to ensure safety.

WASTE

Any waste generated by your stall must be taken home with you.
This includes providing a bin for disposables given to customers.
This also includes any grey water from washing hands or washing up.

WATER

There is no water provided at this market.
If you require water for hand washing etc. please provide this yourself.

PARKING

Water Meadow Car Park - Brook Ct, Chesham HP5 1LF
Star Yard Car Park - Parsonage Ln, Chesham HP5 1EP

VARIETY OF TRADERS

We try our best to ensure that there is no overlap of products sold by our traders.
This is to try to ensure that all of our traders have the best day possible.
This is why we please ask that you only set products that you have listed on your booking unless you have made prior agreement with Kordia Staff.

GAZEBOS & TABLES

You must provide your own COMMERCIAL GRADE gazebo as well as weights, 12kg weights per leg, as a minimum.
You must also provide your own tables.
We do not have any equipment for hire, and if you do not have commercial-grade gazebos and weights, you may not be allowed to set up and will not be allowed to trade.

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VEGAN POLICY

This is a 100% vegan and plant-based market.
All of your products must be 100% plant-based without the use of any animal products.
This includes honey, wool and all other products that are not 100% vegan.

EVENT CANCELLATION POLICY

If the event is cancelled by Kordia, we will aim to alert our traders as soon as possible.
If the event is cancelled, we will provide an alternative date for the event where possible.
If we cannot provide an alternative date, we will move your fee to the next market that you are booked in for.
Please note that we will not cancel a market if it is raining, so please be prepared for all weather conditions.

REFUND POLICY

If you cancel within 28 days of the event, we will not be able to issue a refund for your cancellation.

PHOTO DIRECTIONS