

## KEEPING YOU SAFE

### For Sellers

To ensure your safety at this event we are putting in place a number of measures. These will involve limiting the number of tables available so that the spacing is safe and steps to make the changing of money contactless. We are not running a car boot sale and are focussing our attention on our local residents who want to part with things that they may have decided are now surplus to requirements. We have all spent time during the lockdown sorting those nooks and crannies for things we thought we might have wanted in the past.

- You can book a table through our website by clicking here <https://bit.ly/placeswapshop>
- The cost is £10 which will go towards the cost of putting in additional hygiene safety measures.
- Entry on site is between 8.00 and 9.00 and will open to buyers at 9.00.
- The event will close at 12.00.
- Only 2 people per table please as we want to limit the overall number of people on the site at any one time and to maximise the number of buyers.
- Please stay with your table until the event closes unless you have parted with everything you came with.
- There will be a system where no cash changes hands and all transactions are dealt with electronically.
- On booking in you will be given a stamp which will be unique to you.
- You will also be asked for your bank details to be handed over in a sealed envelope, which will be kept in a safe place by us. Your name will not appear on the envelope, only your unique stamp.
- You will use this to stamp against details of the transaction and the price agreed on a form which buyers will be asked to take on entering the site.
- The buyer will complete the details of each transaction themselves so that the only thing you will need to do is apply the stamp.
- You will not need to touch anything to complete the transaction save for handing over the item.

#### **How do you get paid then?**

- Before leaving the buyer will go to a central point staffed by us where a copy of their form will be made, the total sum due calculated, they will pay by contactless payment which will be receipted with our own unique symbol.
- They will be asked to present their form at the exit before leaving so that we can check that all items have been paid for.
- Once the event is over, we will calculate the sum due to each seller from the records taken and this will be paid out to you as soon as is practicable by bank transfer, hence the need for your bank details.
- All our volunteers will be wearing masks and gloves and we strongly request that you do so as well. This request will also be made of the buyers who will be reminded to keep safe distances.

- There will be hand sanitising stations on the site for additional protection.
- There will be parking available opposite the site for those people of disability and for the delivery of exceptional items. Please ensure that any vehicle is moved from this car park before 9.00 so that spaces are available for those buyers who need such spaces.

**In order that we can prepare this event in the best possible way - it is a departure from what we know best - we ask that you book your table before the 25th July**

We look forward to seeing you.