

Guidance note – Launchpad Pop-Up Market – Pinstone Street, Sheffield

Overview of the Opportunity - Business Sheffield is launching an exciting Pop-up Market in the former Monki store on Pinstone Street, right in the heart of Sheffield city centre.

This temporary pop-up space will provide short-term, fully funded access for local makers, to showcase products, test ideas, and engage with new audiences over the busy festive period.

We're looking for independent businesses, who reflect Sheffield's diverse, independent, and creative spirit.

The space will be open from 27th November to 20th December 2025, operating three days a week (Thursday–Saturday), with the potential for late-night openings during the festive season. The current proposed opening times are as follows:

Thursday – 12–8

Friday – 12–6

Saturday – 12-6

Successful applicants will receive:

- A fully funded short-term temporary trading space within the store
- Ongoing support from Business Sheffield, including workshops and mentoring

ELIGIBILITY - Who Can Apply:

We welcome applications from small businesses who:

- Are based in Sheffield
- Are early-stage or developing businesses
- Do not currently have commercial retail premises
- Offer a locally made product suitable for a retail space
- Can staff and manage their own space during opening hours

Business Sheffield - 0114 224 5000 businesssheffield@sheffield.gov.uk
<https://www.welcometosheffield.co.uk/business/help-for-local-businesses/>

- Hold Public Liability Insurance (*Proof will be required as part of the application*)
- Have the facility to take card payments whilst on site

The following businesses will not be eligible:

- Due to licensing restrictions, those selling fresh food or drink products (pre-packaged is fine)
- Those selling alcohol, tobacco, or vape products

Please note the above list is not exhaustive and we reserve the right to alter the eligibility criteria at any time.

What Happens Next:

Please complete the short Expression of Interest form to tell us about your business and product.

We'll review submissions on a rolling basis and contact shortlisted applicants for a brief discussion before sending the full application, and will aim to make a final selection no later than Wednesday 19th November 2025. We will be in touch with anyone who is unsuccessful in an application to explain the reasons why.

Please note the scheme is likely to be oversubscribed and completion of an Expression of Interest form does not guarantee you a place.

For questions or support completing this form, contact Business Sheffield at businesssheffield@sheffield.gov.uk.