



Ruddington Village Market

2nd February 2019

Stallholders Application Form

We are currently accepting applications from stallholders who would like to take part in the exciting first Ruddington Village Market! Please take a few moments to read the T&C's below, complete this form and email to enquiries@ruddingtonvillagemarket.co.uk.

We look forward to hearing from you!

Company Name:

Address:

Email:

Telephone:

Contact Name:

Attendee names:

Please place an X in the boxes that best describe your core products:

Fruit & Veg		Drinks / Alcoholic drinks	
Fish		Honey / beeswax	
Dairy produce		Plants / flowers	
Raw meat & meat products		Wood products / charcoal	
Jams / chutneys / preserves		Handmade crafts	
Catering / Street Food		Eggs	

Other - please specify_____

Do you rear, grow or make any of your products?

YES		NO	
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Do you only retail products?

YES		NO	
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Please list all the products you intend to sell at the Ruddington Village Market:

Are you a member of any assurance or certification scheme e.g. Soil Association, LEAF, EFSIS, FABBL, NCASS? If so, please supply details:

FOOD BUSINESSES: Name of Council where your business is registered

Do you plan to bring your own table and chairs or would you like us to provide these for you (1 x table and 2 x chairs for stall size 6' x 2' 6" £10 hire fee)

I will provide my own

Please provide table and chairs

Do any of your attendees have any special access requirements? If so please provide details.

Do you require access to electricity?

YES

NO

Total amount of order: _____

Please indicate if RVCP may use your details in marketing the event.

YES

NO

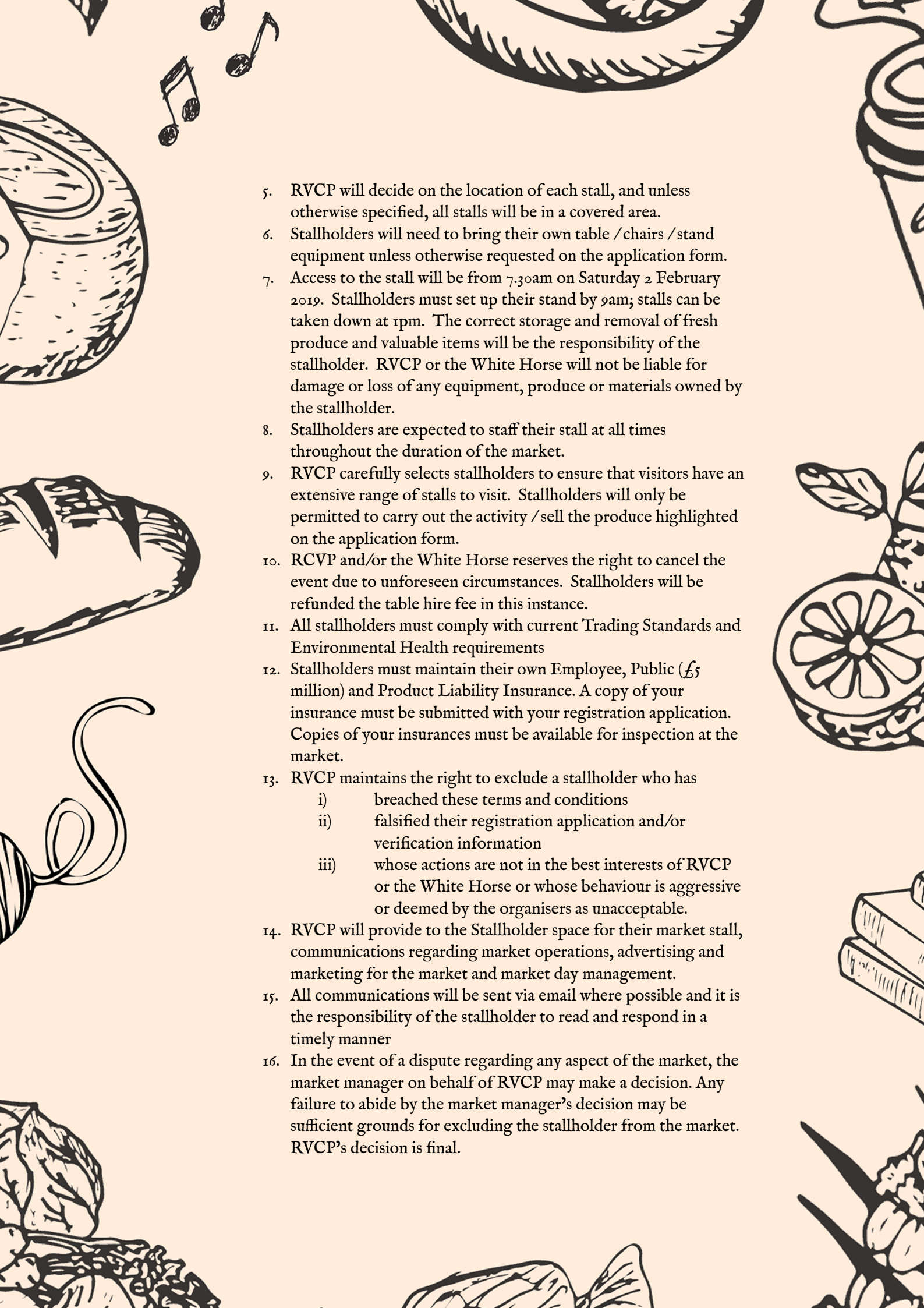
Declaration:

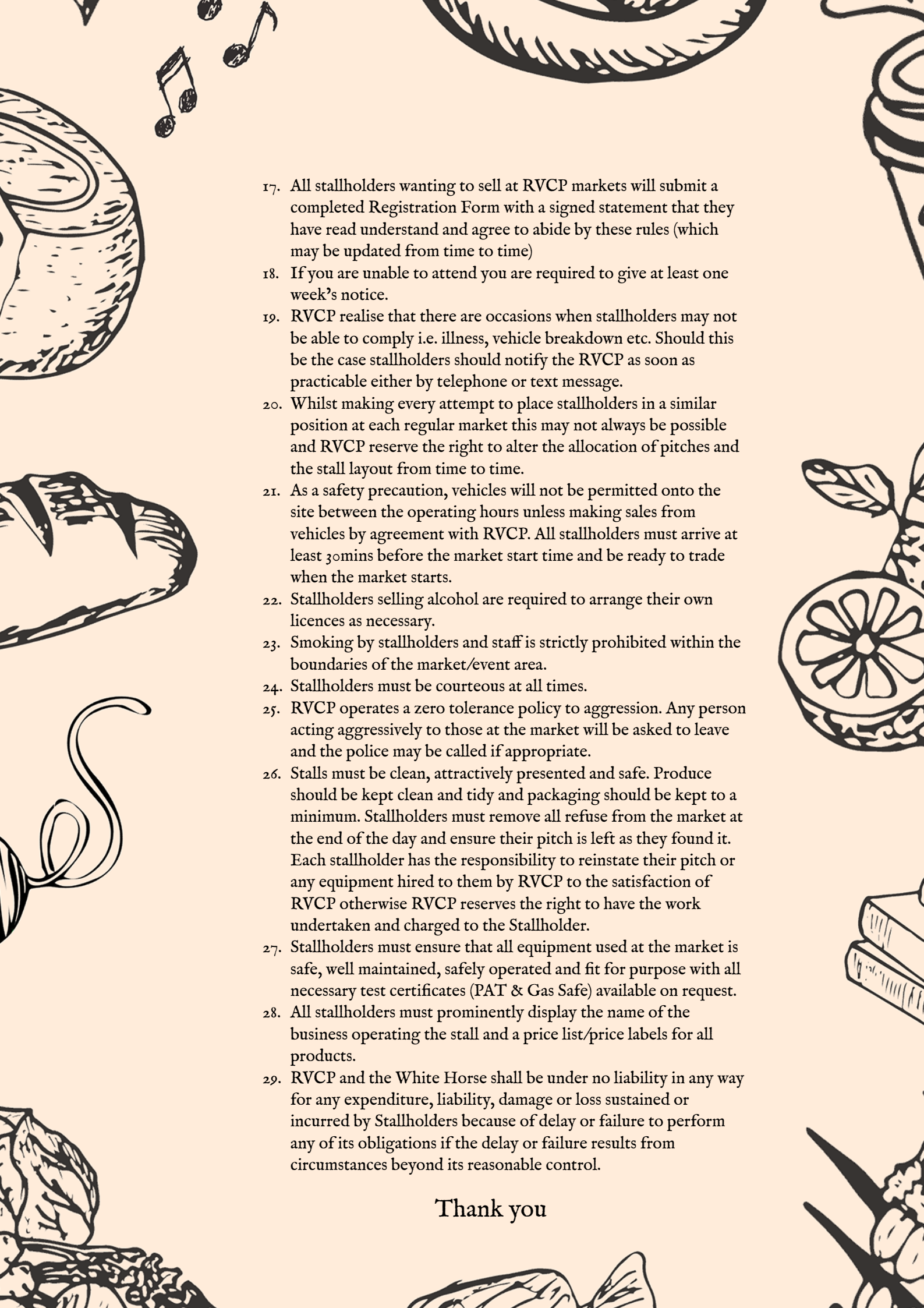
I have read and accept the terms and conditions below:

Signature: _____ Date: _____

TERMS AND CONDITIONS

1. The Ruddington Village Market will take place on Saturday 2 February 2019 at The White Horse 60 Church Street, Ruddington, Nottingham. NG11 6HD from 9am to 1pm.
2. Standard spaces are for this market only free of charge, and stallholders will be provided with a 6' x 2' 6" area. Stallholders can hire a table and 2 chairs for £10 for the day.
3. The total amount will be payable on confirmation of acceptance of the application. Failure to make payment within the required timeframe may result in your application being withdrawn.
4. Only stallholders that have completed an application form and received confirmation from The Ruddington Village Centre Partnership (RVCP) will be allowed to attend the event. The RVCP will aim to respond to applications within 7 days of receipt.

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- The page is decorated with various line drawings. At the top left, there are musical notes. Below them is a large, detailed drawing of a round loaf of bread. To the right of the bread is a large, stylized illustration of a lemon. In the bottom left corner, there are drawings of leafy vegetables like lettuce and a bunch of grapes. In the bottom right corner, there are drawings of a stack of books and a bunch of flowers.
5. RVCP will decide on the location of each stall, and unless otherwise specified, all stalls will be in a covered area.
 6. Stallholders will need to bring their own table / chairs / stand equipment unless otherwise requested on the application form.
 7. Access to the stall will be from 7.30am on Saturday 2 February 2019. Stallholders must set up their stand by 9am; stalls can be taken down at 1pm. The correct storage and removal of fresh produce and valuable items will be the responsibility of the stallholder. RVCP or the White Horse will not be liable for damage or loss of any equipment, produce or materials owned by the stallholder.
 8. Stallholders are expected to staff their stall at all times throughout the duration of the market.
 9. RVCP carefully selects stallholders to ensure that visitors have an extensive range of stalls to visit. Stallholders will only be permitted to carry out the activity / sell the produce highlighted on the application form.
 10. RCVP and/or the White Horse reserves the right to cancel the event due to unforeseen circumstances. Stallholders will be refunded the table hire fee in this instance.
 11. All stallholders must comply with current Trading Standards and Environmental Health requirements
 12. Stallholders must maintain their own Employee, Public (£5 million) and Product Liability Insurance. A copy of your insurance must be submitted with your registration application. Copies of your insurances must be available for inspection at the market.
 13. RVCP maintains the right to exclude a stallholder who has
 - i) breached these terms and conditions
 - ii) falsified their registration application and/or verification information
 - iii) whose actions are not in the best interests of RVCP or the White Horse or whose behaviour is aggressive or deemed by the organisers as unacceptable.
 14. RVCP will provide to the Stallholder space for their market stall, communications regarding market operations, advertising and marketing for the market and market day management.
 15. All communications will be sent via email where possible and it is the responsibility of the stallholder to read and respond in a timely manner
 16. In the event of a dispute regarding any aspect of the market, the market manager on behalf of RVCP may make a decision. Any failure to abide by the market manager's decision may be sufficient grounds for excluding the stallholder from the market. RVCP's decision is final.

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- The page is decorated with various line drawings. At the top left, there are musical notes. Below them is a large, round loaf of bread. To the right of the bread is a large, round pizza. At the bottom left, there is a bunch of grapes. At the bottom right, there is a stack of books. In the center, there is a list of 17 rules for stallholders.
17. All stallholders wanting to sell at RVCP markets will submit a completed Registration Form with a signed statement that they have read understand and agree to abide by these rules (which may be updated from time to time)
 18. If you are unable to attend you are required to give at least one week's notice.
 19. RVCP realise that there are occasions when stallholders may not be able to comply i.e. illness, vehicle breakdown etc. Should this be the case stallholders should notify the RVCP as soon as practicable either by telephone or text message.
 20. Whilst making every attempt to place stallholders in a similar position at each regular market this may not always be possible and RVCP reserve the right to alter the allocation of pitches and the stall layout from time to time.
 21. As a safety precaution, vehicles will not be permitted onto the site between the operating hours unless making sales from vehicles by agreement with RVCP. All stallholders must arrive at least 30mins before the market start time and be ready to trade when the market starts.
 22. Stallholders selling alcohol are required to arrange their own licences as necessary.
 23. Smoking by stallholders and staff is strictly prohibited within the boundaries of the market/event area.
 24. Stallholders must be courteous at all times.
 25. RVCP operates a zero tolerance policy to aggression. Any person acting aggressively to those at the market will be asked to leave and the police may be called if appropriate.
 26. Stalls must be clean, attractively presented and safe. Produce should be kept clean and tidy and packaging should be kept to a minimum. Stallholders must remove all refuse from the market at the end of the day and ensure their pitch is left as they found it. Each stallholder has the responsibility to reinstate their pitch or any equipment hired to them by RVCP to the satisfaction of RVCP otherwise RVCP reserves the right to have the work undertaken and charged to the Stallholder.
 27. Stallholders must ensure that all equipment used at the market is safe, well maintained, safely operated and fit for purpose with all necessary test certificates (PAT & Gas Safe) available on request.
 28. All stallholders must prominently display the name of the business operating the stall and a price list/price labels for all products.
 29. RVCP and the White Horse shall be under no liability in any way for any expenditure, liability, damage or loss sustained or incurred by Stallholders because of delay or failure to perform any of its obligations if the delay or failure results from circumstances beyond its reasonable control.

Thank you