



Ruddington Village Market

Stallholders Application Form

We are currently accepting applications from stallholders who would like to take part in 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:

Facebook/Instagram/Twitter:

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 ☐

Do you only retail products? YES ☐ NO ☐

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

Please confirm that all staff serving on a registered food stall have a basic food hygiene qualification or sufficient training.

| | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|

Do you require an indoor 6' table space @ £15 or an outdoor 3m x 3m gazebo space @ £25

| | |
|------------------------------|--|
| Indoor 6' table space | |
| Outdoor 3m x 3m gazebo space | |

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 @ £4 per point?

| | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|

Total amount of order: _____

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

| | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|

Please indicate 2020 date(s) applied for. Note each market will be invoiced individually. 14 day's notice to cancel each market day required.

| | | | | | |
|---------|---------|---------|---------|---------|---------|
| 1st Feb | 7th Mar | 4th Apr | 2nd May | 6th Jun | 4th Jul |
| 1st Aug | 5th Sep | 3rd Oct | 7th Nov | 5th Dec | |

If we are unable to accommodate your requested date would you like to be on a reserve list? YES NO

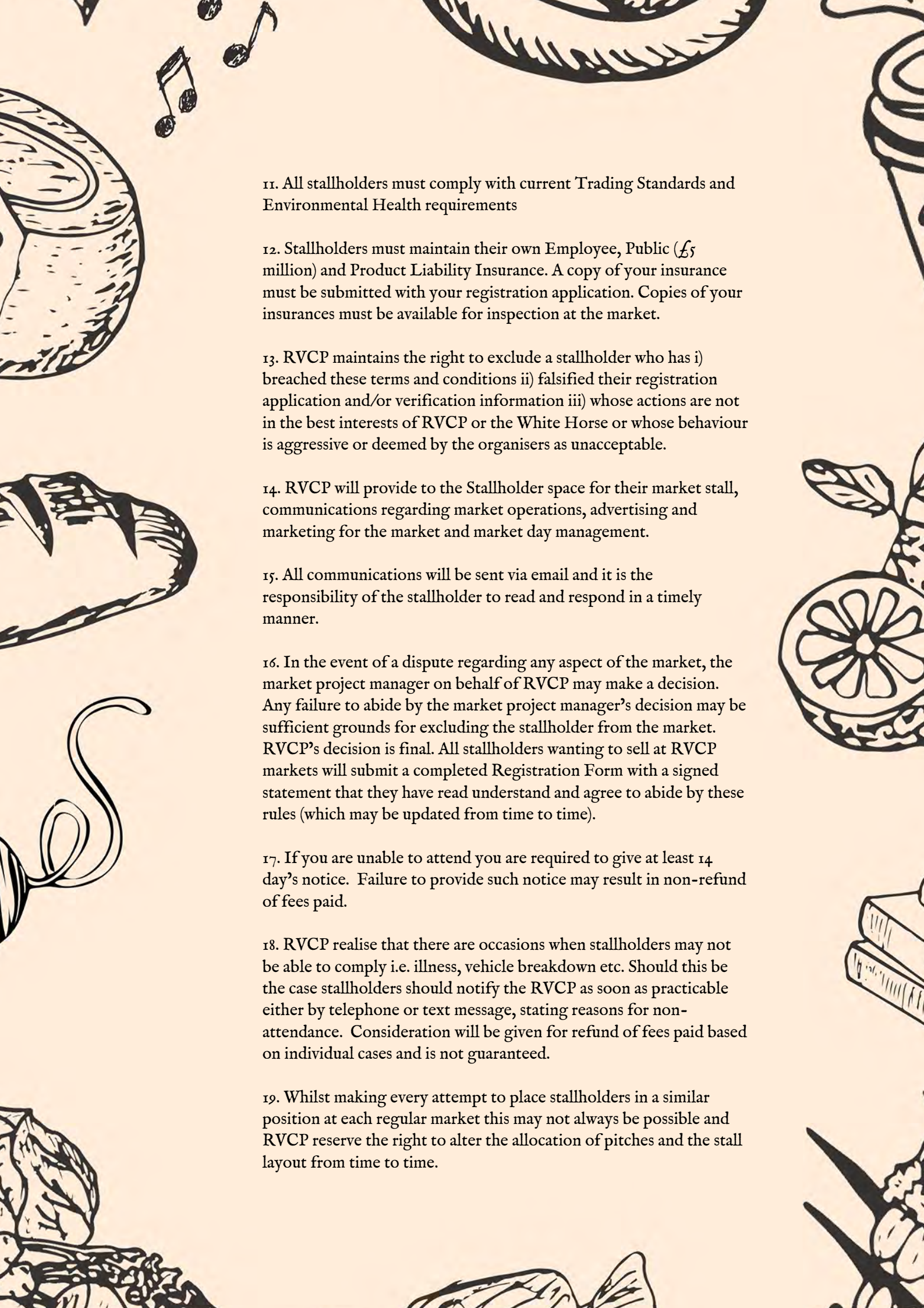
Declaration: I have read and accept the terms and conditions below:

Signature: _____ Date: _____



TERMS AND CONDITIONS

1. The Ruddington Village Market will take place on the first Saturday of each month (market day) at The White Horse 60 Church Street, Ruddington, Nottingham. NG11 6HD from 9am to 12.30pm.
2. Standard spaces for this market are an indoor 6' table space @ £15 per market, outdoor 3m x 3m gazebo space @ £25 per market and you can hire a table and 2 chairs for £10 for the day.
3. Applications will be considered as accepted when an invoice is issued for market day. The total amount will be payable 14 days prior to market day. Failure to make payment within the required timeframe may result in your application being withdrawn.
4. Only stallholders that have completed an application form, received confirmation from The Ruddington Village Centre Partnership (RVCP) and paid in full will be allowed to attend the event. The RVCP will aim to respond to applications within 7 days of receipt.
5. RVCP will decide on the location of each stall, and unless otherwise specified, all table space applications 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 market day. Stallholders must set up their stand by 9am; stalls can be taken down at 12.30pm. 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. RVCP and/or the White Horse reserves the right to cancel the event due to unforeseen circumstances. Stallholders will be refunded the pitch fee and any table hire fee in this instance.

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, textured object, possibly a pizza or a large cookie. At the bottom left, there is a drawing of a bunch of grapes. At the bottom right, there is a drawing of a stack of books. In the center right, there is a drawing of a slice of citrus fruit, possibly an orange or lemon, with a leaf. At the bottom right, there is a drawing of a bunch of flowers or a plant.

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.

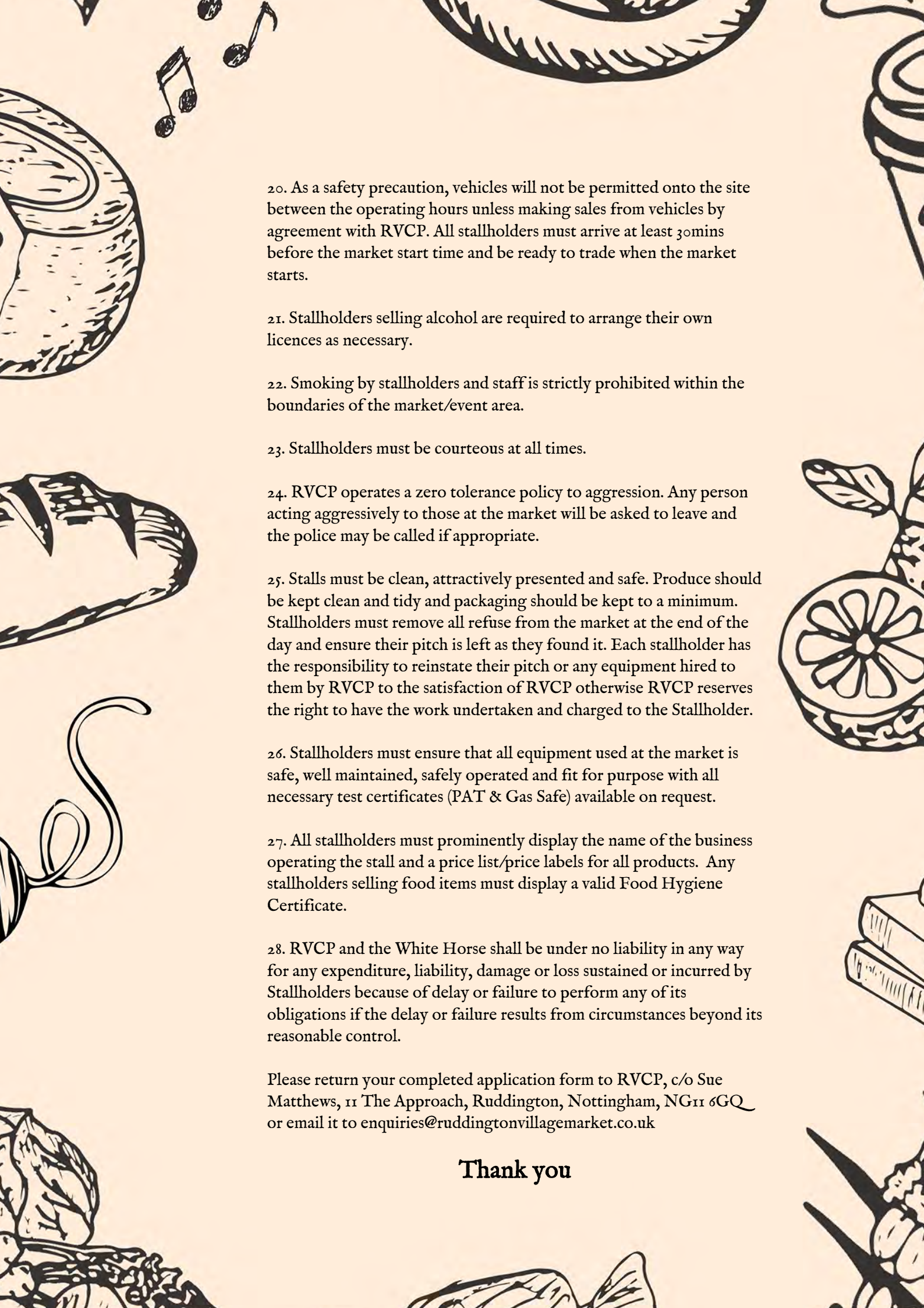
15. All communications will be sent via email and it is the responsibility of the stallholder to read and respond in a timely manner.

16. In the event of a dispute regarding any aspect of the market, the market project manager on behalf of RVCP may make a decision. Any failure to abide by the market project manager's decision may be sufficient grounds for excluding the stallholder from the market. RVCP's decision is final. 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).

17. If you are unable to attend you are required to give at least 14 day's notice. Failure to provide such notice may result in non-refund of fees paid.

18. 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, stating reasons for non-attendance. Consideration will be given for refund of fees paid based on individual cases and is not guaranteed.

19. 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.



20. 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.

21. Stallholders selling alcohol are required to arrange their own licences as necessary.

22. Smoking by stallholders and staff is strictly prohibited within the boundaries of the market/event area.

23. Stallholders must be courteous at all times.

24. 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.

25. 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.

26. 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.

27. All stallholders must prominently display the name of the business operating the stall and a price list/price labels for all products. Any stallholders selling food items must display a valid Food Hygiene Certificate.

28. 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.

Please return your completed application form to RVCP, c/o Sue Matthews, 11 The Approach, Ruddington, Nottingham, NG11 6GQ or email it to enquiries@ruddingtonvillagemarket.co.uk

Thank you