

Ruddington Village Christmas Market & Fayre

**SATURDAY 28TH NOVEMBER 2020
MIDDAY UNTIL 9PM**

STALLHOLDERS APPLICATION FORM

We are currently accepting applications from stallholders who would like to take part in the Ruddington Village Christmas Market & Fayre 2020. Please take a moment to read the T&C's below, complete this form and email it to christmas@ruddingtonvillagemarket.co.uk by **31st August 2020**.

We look forward to hearing from you!

EVENT DETAILS

Location	Types	Produce
High St	OUTDOOR Gazebos, Cabins MARQUEE Tables	Food, drink, hot food/drink, street foods, gifts, makers/craft businesses
Church St (TBC)	OUTDOOR Gazebos, Cabins MARQUEE Tables	Food, drink, hot food/drink, street foods, gifts, makers/craft businesses
The Cottage Hotel	INDOOR Tables	Makers/craft businesses
The Frame Breakers	MARQUEE Tables	Makers/craft businesses
The White Horse Inn	MARQUEE Tables	Makers/craft businesses
St Peters Church (TBC)	INDOOR Tables	Makers/craft businesses
Conservative Club (TBC)	INDOOR Tables	Makers/craft businesses
St Peters Rooms	INDOOR Tables	Ruddington hobbyists

N.B., the Christmas market is in addition to the regular Ruddington Village Market on 7th November 2020 and 5th December 2020. Applications for the regular Ruddington Village Market should be made via the normal channels, i.e., via the application form at www.ruddingtonvillagemarket.co.uk, sent to enquiries@ruddingtonvillagemarket.co.uk

Company Name	
Address	
Email	
Telephone	
Contact Name	
Attendee Names	
Website	
Facebook, Instagram, Twitter	

Please describe your core products:

Hot street food / drink	
Food / drink provisions	
Gifts	
Makers / crafts	

Do you make the products that you sell?

YES

NO

FOOD BUSINESSES

Name of the council where your food 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

What space do you require?

Outdoor 3m x 3m space, £35 per space	
Outdoor 5m x 3m space, £50 per space	
Indoor/marquee 6' table space, £25 per space	
Other:	

Do you plan to bring your own table or would you like us to provide one 6' table for you?

I will provide my own	
Please provide one 6' table	

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

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Do you require access to electricity @£4 per point?

YES

NO

Total amount of order:

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DECLARATION

I have read and accept the terms and conditions below:

Signature

Date

TERMS AND CONDITIONS

1. The Ruddington Village Christmas Market 2020 will take place on Saturday 28th November 2020 from midday until 9.00pm at various indoor, marquee and outdoor locations in Ruddington village centre.
2. Standard spaces for this market are indoor/marquee 6' table spaces @ £25 for the day*, outdoor 3m x 3m spaces @ £35 for the day and outdoor 3m x 5m spaces @ £50 for the day. 6' tables can be hired @ £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 by **31st August 2020**. 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.
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 complete the setup of their stand by 11.30am; stalls can only be taken down at 9.00pm. The correct storage and removal of fresh produce and valuable items will be the responsibility of the stallholder. RVCP 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 only as described on the application form.
10. RVCP 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.
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 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 days 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 nonattendance. Consideration will be given for refund of fees paid based on individual cases and is not guaranteed.

19. RVCP reserve the right to alter the location of pitches and the stall layout.

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 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 by **31st August 2020** to RVCP, c/o Sue Matthews, 11
The Approach, Ruddington, Nottingham, NG11 6GQ or email it to
christmas@ruddingtonvillagemarket.co.uk

Thank you