

TRADER BOOKING FORM
HUNTINGDON CHRISTMAS MARKET

FRIDAY 20th NOVEMBER – SUNDAY 22nd NOVEMBER 2020

MARKET SQUARE, HUNTINGDON

Please return completed booking form by 1st October 2020 at the latest to:

Huntingdon Town Council
Town Hall
Market Hill
Huntingdon
PE29 3PJ

Email: town.council@huntingdowntown.gov.uk

Company Name:

Contact Name:

Address:

.....

Telephone Number:

Email:

Please indicate the stall type you wish to apply for using the table below (please note, the fee is for all three days, we are unable to accept one-day traders):

| Stall | Fee | Please Tick Stall Type |
|--|-----------------------|-------------------------------|
| Town Hall Tabletop Stall (Town Hall Foyer) | £144.00 including VAT | |
| Market Square 3x3m pitch space only | £216.00 including VAT | |
| Market Square 3x3m Wooden Chalet | £312.00 including VAT | |

If you are interested in a pitch only stall, please give the exact dimensions of your stall/trailer (including tow bars, fold out sections or added extras):

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Please indicate;

a) What you will be selling (please give specific details):

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b) Do you have a website or social media? Please put details below:

.....

In order to manage access and vehicles during set up, please advise the following;

c) Approximate set up time ready to trade.....

d) How long will your vehicle need to remain onsite to unload.....

Due to limited power supply, we are only able to offer the provision of power for stalls on a first come, first serve basis. If you require power, please state the reason below.

I would like to request power for my stall:

Yes No

If 'Yes', please state power requirements (in watts) and reason:

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.....

Will you be providing your own cables?

Yes No

e) Do you have any additional requirements?

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.....
.....

f) Do you require a parking space for your vehicle?

Yes No

If yes, please give us your vehicle information, including model and registration number:

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g) How did you hear about Huntingdon Christmas Market?

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Terms and Conditions

Thank you for choosing to book with Huntingdon Christmas Market. We look forward to welcoming you to Huntingdon Town Hall. By making this booking you are entering into an agreement with us. Please read our terms and conditions below:

Booking Confirmation and Deposit

To achieve a balanced event, we reserve the right to reject applications. On submission of the booking form before **1st September** we will require a 20% non-refundable deposit to confirm your booking. After the 1st September we will require you to pay the full fee before the deadline of **1st October 2020**. **Your booking will only be confirmed on receipt of payment.**

Payments can be paid by BACs or cheque sent in the post. Please make cheques payable to Huntingdon Town Council. The remainder of the fee will be required to be paid one calendar month prior to the event.

Please note that the following documents will be required prior to your booking being accepted. Public liability insurance and risk assessments are compulsory. Please tick if applicable:

- Public Liability Insurance Certificates:
- Risk Assessments:
- PAT test certificates: Y N/A
- Food Hygiene Certificates: Y N/A
- Environmental Health Certificates: Y N/A
- Gas Safety Certificates: Y N/A

When all pitches have been allocated, you will be contacted to confirm all details, including your stall placement and timings for arrival/departure. If you have indicated that you require a longer time to set up, please ensure that you are available to arrive on Thursday evening to set up.

Cancellations

By making your booking, our agreement is a legal contract and your deposit is non-refundable. If you need to cancel, please contact us immediately. For cancellations made on or after 1st November 2020, you will be liable for the total balance. If traders fail to take up the booking without cancelling, you are still liable to pay for the booking in full.

Wooden Chalets

The exact internal dimensions of the wooden chalets are 3m x 3m. All chalet stalls will come set up with fairy lights for you with one internal flood light. This is included within the price. The chalets can be fully secured overnight.

Car Parking

One parking space is reserved for one vehicle for the duration of the event, this is included within the pitch fee. Please provide us with your vehicle information, including make, model and registration to book your parking space. More details will be included in the trader pack upon receipt of final payment.

Food and Drinks Stalls

Food and drink stalls will be mixed and located in a Food Court area. Your exact stall placement will be determined by our team and shared with you nearer to the event. We will purchase a premise license for the event to cover the sale and consumption of alcohol.

Other

Please note the following:

- The space on the Market Square is very limited, the maximum pitch space is 3m x 3m. If you have any additional space requirements, please specify by emailing town.council@huntingdowntown.gov.uk.
- There will be no vehicular access during the hours of the event.
- On site security will be provided by the organisers for the duration of the event, including overnight.
- Once pitch spaces are full, we will not be able to accept any further bookings.

GDPR

By completing this form, you are agreeing to be added to Huntingdon Town Council's trader contact list, the information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you for future events and opportunities that we think you might be interested in, to provide information and/or access our facilities and services in accordance with GDPR. Your personal information will be not shared or provided to any other third party. You may update your details or request to be deleted from this list at any time. For more information please see our privacy policy on our website:

<https://www.huntingdowntown.gov.uk/access-to-information1.html>

I wish to register for a stall at Huntingdon's Christmas Market, running from Friday 20th November – Sunday 22nd November 2020.

Signed..... **Dated**.....