

**TRADER BOOKING FORM**  
**HUNTINGDON CHRISTMAS MARKET**

**FRIDAY 22<sup>ND</sup> NOVEMBER – SUNDAY 24<sup>TH</sup> NOVEMBER 2019**

**MARKET SQUARE, HUNTINGDON**

**Please return completed booking form by 1<sup>st</sup> October 2019 at the latest to:**

Huntingdon Town Council  
 Town Hall  
 Market Hill  
 Huntingdon  
 PE29 3PJ

Email: [town.council@huntingdowntown.gov.uk](mailto: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 aren't accepting any one-day traders):

<b>Stall</b>	<b>Fee</b>	<b>Please Tick Stall Type</b>
Town Hall Table Top Stall (Assembly Room, 2 <sup>nd</sup> Floor of Town Hall)	£100.00 + VAT	
Market Square 3x3m pitch space only	£160.00 + VAT	
Market Square 3x3m Gazebo	£240.00 + VAT	
Market Square 3x3m Wooden Chalet	£240.00 + 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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.....

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f) 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 **1<sup>st</sup> September** we will require a 20% non-refundable deposit to confirm your booking. After the 1<sup>st</sup> September we will require you to pay the full fee before the deadline of **1<sup>st</sup> October 2019**. **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 Safe 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 1<sup>st</sup> November 2019, 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.

### **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 of alcohol.

### **Other**

Please note the following:

- The space on the Market Square is very limited, the maximum pitch space is 6m x 3m. If you have any additional space requirements, please specify by emailing [town.council@huntingdowntown.gov.uk](mailto:town.council@huntingdowntown.gov.uk).
- There will be no vehicular access during the hours of the event. Advice regarding trader parking will be circulated nearer to 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 22<sup>nd</sup> November – Sunday 24<sup>th</sup> November 2019.*

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