

TRADER BOOKING FORM
HUNTINGDON CHRISTMAS MARKET
THURSDAY 29TH NOVEMBER – SUNDAY 2ND DECEMBER 2018
MARKET SQUARE AND TOWN HALL, HUNTINGDON

Please return by latest 5th OCTOBER 2018 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 four days, we aren't accepting any one-day traders):

Stall	Fee	Please Tick Stall Type
Market Square 3x3m Wooden Chalet	£300 + VAT for whole event	
Market Square 3x3m Gazebo	£200 + VAT for whole event	
Market Square 3x3m pitch space only	£160 + VAT for whole event	
Town Hall table top stall	£200 + VAT for whole event	

Please indicate;

a) What you will be selling:.....

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

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

c) 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.

I would like to request power for my stall:

Yes No

If 'Yes', please state power requirements:

.....
.....

All chalet and gazebo stalls will come set up with fairy lights for you and wooden chalets will be set up with 1 x internal strip light.

Please note that the following documents will be required prior to your booking being accepted:

- Trading license forms
- PAT test certificates
- Risk Assessments
- Public Liability Insurance Certificates
- Food Hygiene Certificates (if applicable)
- Environmental Health Certificates (if applicable)
- Gas Safe Certificates (if applicable)

We strongly suggest applications are submitted as soon as possible. To achieve a balanced event, we reserve the right to reject applications.

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.

If your application is successful we shall be in touch to discuss next steps and details of how to pay the booking fee.

Your booking will only be confirmed upon receipt of the fee which must be paid at the latest by Friday 5th October 2018. Once pitch spaces are full, we won't be able to accept any further bookings.

When all pitches have been allocated, you will be contacted to confirm all details, including your stall placement and timings for arrival/departure.

Please note that 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.

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 Thursday 29th November – Sunday 2nd December 2018.

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