

Dear Trader,

Please find the relevant Sheep Day application forms attached to this document.

All applications must be received by 5pm on Friday 15<sup>th</sup> April 2022. Any applications received after this date will not be accepted.

All applications will then be considered against our stall/ trader criteria

Applicants will be notified by Friday 22<sup>nd</sup> April 2022 as to the success of their application.

Successful applicants will then need to make payment for their stall by Friday 27<sup>th</sup> May 2022. If payment is not received by Friday 27<sup>th</sup> May 2022 your pitch will be released and given to someone else. It is your responsibility to ensure payment has been made by the deadline.

We will confirm payment details to successful applicants.

Please do not send cheques or payment before you have been accepted.

Please enclose a Stamped addressed envelope/package for any samples/ photos / supporting documents you would like to return after the application process.

Every stall will be required to have and send a copy of your Risk Assessment and Public Liability Insurance (up to £5 million) with their application or before 6<sup>th</sup> May 2022. This is a legal requirement. If we do not receive copies of these documents, you will not be allowed to trade.

Where applicable for traders selling food/drink – a relevant Food Standards Agency Certificate MUST be sent with the application or before 6<sup>th</sup> May 2022.

Stalls using electrical equipment must send their latest PAT Certificate with the application or before 6<sup>th</sup> May 2022. Stalls using LPG Cooking/Heating Equipment must send their latest Gas Safety Certificate with the application or before 6<sup>th</sup> May 2022.

Any changes in your booking requirements must be notified to Skipton Town Council in writing.

Thank you in advance and we look forward to receiving your applications,

Yours sincerely

Hannah Corrigan  
Events and Tourism Manager

# Sheep Day

## Sunday 26th June 2022

### Trader Application Form

Please **DO NOT** send payment with this form.

Give as much information as you can as this will increase the likelihood of your application being accepted.

<b>FULL NAME</b>			
<b>BUSINESS/ ORGANISATION</b>			
<b>BUSINESS/ ORGANISATION ADDRESS</b>			
<b>LANDLINE TEL NO</b>		<b>MOBILE TELEPHONE NO</b>	
<b>EMAIL ADDRESS</b>			
<b>WEBSITE OR SOCIAL MEDIA PAGE</b>			
<b>FULL DESCRIPTION OF GOODS YOU INTEND TO SELL:</b>  *Please feel free to attach a photo of your stall to aid your application			

**PLEASE NOTE – WE DO NOT PROVIDE ANY STALL INFRASTRUCTURE FOR SKIPTON SHEEP DAY  
I.E. A MARQUEE / GAZEBO / TRADE STAND / MARKET STALL / TABLE**

**WHAT IS THE SIZE OF YOUR STALL? (Including any trailer hitch) : \_\_\_\_\_ X \_\_\_\_\_ metres**

		Tick	
<b>Type of space required</b>  (Please tick)	Local charity / local community group Space Only 3m x 3m	<b>£50.00</b>	
	Business / Trade / Craft/ Pre-packed/ Pre-made food Space only 3m x 3m	<b>£100.00</b>	
	Hot food & drinks (consumption on site catering and including alcohol) Space only 3m x 3m	<b>£150.00</b>	
	Catering trailer	<b>£200.00</b>	
For pitches larger than 3m X 3m there is an additional <b>£30 per meter frontage charge</b>		Number of additional meters .....	Cost £.....
<b>PLEASE SUPPLY THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION</b>	<b>RISK ASSESSMENT</b>	<b>PUBLIC LIABILITY INSURANCE CERTIFICATE</b>	<b>FOOD STANDARDS AGENCY RATING CERTIFICATE (if applicable)</b>

I \_\_\_\_\_ (please print your name) confirm that have read the terms and conditions plus the contents of the Guidance Notes document and fully understand it.

<b>APPLICANT SIGNATURE:</b>		<b>DATE:</b>	
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**FOR OFFICE USE ONLY:**

<b>STAFF SIGNATURE:</b>		<b>DATE REC'D:</b>	
<b>Notes:</b>			

## Selection Criteria

The purpose of the event is to showcase products and information from the Skipton / Yorkshire / Yorkshire Dales area celebrating the heritage of Skipton itself.

Preference will be given to goods made locally/ stall holders who are local/ products that are themed around animals/ sheep/ farm/ countryside etc/ products which are handcrafted/ products which the organisers deem to be a good fit with Skipton Sheep Day.

With your stall application you must provide accurate details of all the products you intend to sell on your stall. Skipton Town Council reserves the right to close down any stall found to be selling unauthorised goods, i.e. those not agreed by us. The selection process considers the quality and retail mix of products on offer which play an important role in the overall feel of the event and also welcomes new traders who fill gaps in the retail mix.

Skipton Town Council will operate a fair and open application procedure and the following criteria will be used to assess each individual application:

**Handmade** – Products that are handmade locally score more highly than those that are mass produced or handmade abroad unless they are produced under Fair-trade conditions (evidence of this should be provided).

**Locality** – Stallholders from Skipton and North Yorkshire and then the surrounding area are given priority over those from further away.

**Customer Profile** – The products of the stallholder appeal to different genders and age ranges.

**Quality** – Products need to be finished to a high standard and must meet legal manufacturing and trading standards.

**Price Range** – The products to be sold provide value for money to suit all budgets.

**Retail Mix** – It is important to the event to ensure that there is a wide range of product types across the whole market. We are always looking for new and innovative products to be sold at the event. Certain product categories are always oversubscribed. In this instance, assessments will be made on a stalls uniqueness, exclusivity and quality.

**Suitability at Skipton Sheep Day** – Skipton has a variety of quality traders located within the town, so stallholders should be able to offer something different and unique to compliment what is already on offer. Ideally we are looking for themed products relating to sheep, animals, the countryside, Yorkshire and the Yorkshire Dales, farmer's produce or Skipton's medieval history.

**Previous performance at STC managed events** – Whilst carrying out the selection process, consideration will be made on applications from stallholders that have previously attended events owned and managed by Skipton Town Council. Also considered, will be any evidence that can be provided of the product e.g. photographs of other festivals or shows attended.

**Supporting Evidence** – We welcome any supporting evidence from new stalls or previous stallholders. Pictures of your stall set-up are useful when judging suitability. We would also encourage links to your website or Facebook page.

### Applications are not accepted from:

- Businesses based outside the UK selling through local agents or representatives.
- Traders selling mainly imported goods unless they are handmade.
- Lobby Groups (animals, environmental, political, religious or similar).
- National Charities that are not from a local branch or that are not supporting a local project.

### Notes for charities:

- Please be as imaginative as possible and ideally themed around Sheep Day / Skipton or your application may not be accepted.
- A limited number of charity stalls are available.

### **Stall set up and break down**

We do not provide any stall infrastructure for Skipton Sheep Day. This includes infrastructure such as marquees/ gazebos/ trade stands/ market stalls/ tables.

As Skipton Sheep Day operates with different trading positions, this means set up and break down times may vary. You will receive an email approximately 14 days prior to the event date with all the details you need. You must ensure that all instructions given to you by the Event Team are adhered to on the event day.

Stallholders are only permitted one vehicle on site per stall (unless agreed otherwise in advance) for the purpose of loading and unloading.

Generally stallholders should take no longer than 15 minutes to unload their vehicle. If you are selling food and drink to consume on site this increases to a maximum of 30 minutes.

Stallholders MUST NOT break down their stall before 4pm. Failure to adhere to these times will result in breaching Skipton Town Council's T&C's and will result in future applications being declined.

### **Licensing and the sale of Alcohol**

Individual traders and stallholders selling alcohol must apply for a Temporary Event Notice (TEN). These can be completed online at: <http://www.cravenc.gov.uk/article/3488/Temporary-Event-Notice> and for more information please contact the Craven District Council Licensing Department on 01756 706251.

### **Sheep Day Attire**

Skipton Sheep Day is organised and promoted as a Yorkshire heritage event. It is advised (but not compulsory) that traders wear local themed dress (i.e. flat caps, farmer style clothing, tweed or dress themed as medieval or animal related).

Photographs of all stalls and stallholders will be taken on the day of the festival. Please make every effort to dress your stall. Stallholder's costumes and stall decoration will be considered in all future applications.

### **Litter**

Skipton Town Council will endeavour to provide a clean and safe working environment for its staff, the stallholders and for members of the public to enjoy. It is a requirement that each stall MUST take away and dispose of your own rubbish/ trade waste at the end of the day. Any stall leaving any rubbish/ trade waste at the end of the event will be fined a £10 fee and may not be invited to other Skipton Town Council organised events.

Stalls may purchase event branded green trade waste bags so they can leave their rubbish at the event site at the end of the day at a charge of £2 per bag. Please let us know if you wish to purchase any green trade waste bags.

### **Electrical Equipment**

All electrical equipment must have an up to date PAT (Portable Appliance Test) Certificate unless you can demonstrate that it is brand new. Stallholders will NOT be allowed to use any untested equipment on their stall or anywhere on site. PAT Certificates or proof of new equipment receipts must be sent to Skipton Town Council by 6 May 2022.

Generators are only permitted for food and beverage stalls and must be pre-agreed before the day of the event by the Event Manager. Generators MUST BE silent running and must not be refueled on site during the trading day. Please contact [eventsmanager@skiptontowncouncil.gov.uk](mailto:eventsmanager@skiptontowncouncil.gov.uk) if you require power on the day.

**Terms & Conditions:**

1. Applications to Trade - All applications must be submitted on a properly completed form where the event, date and year is correctly displayed.
2. Skipton Town Council reserves the right to refuse to accept any application without stating a reason, and its decision shall be final.
3. All stall holders must trade on the event date – Sunday 26th June 2022.
4. All traders must provide a risk assessment and evidence of valid, current public & personal liability insurance (of not less than £5,000,000 for any one incident), prior to the event.
5. Commercial purveyors of food and drink must provide evidence of certification under the Food Safety Act 1990 - Food Hygiene Rating certificate and any other relevant certification (Gas Certificate / PAT Certificate)
6. **Please do not send payment with your form**. You will be notified if your application has been successful and then offered payment options. Failure to pay within the allocated time may void your application.
7. Skipton Town Council will endeavour to confirm whether your application has been successful within the timescales set out in the 'Application Procedure'.
8. Cancellation - In the unlikely circumstance that the event is cancelled by Skipton Town Council, all traders will be entitled to a full refund.
9. In the event of cancellation by the trader within 28 days of the event or non-attendance on the day, a refund is not possible.
10. Event Day - All traders must:
  - Provide their own stall structure, chair(s) & accessories. They must also arrange their own electricity supply – this must be pre-agreed by the Event Manager before the day of the event.
  - Ensure the general cleanliness of their area during the event and **remove all rubbish from their pitch at the end of the event.**
  - NOT sublet their pitch under any circumstances.
  - NOT smoke on any stall or within the immediate vicinity.
  - NOT use any public-address system or other amplification equipment.
  - Be responsible for the setting up and removal of their own structures; and for any losses, damage or injury arising or resulting from its use.

- Set up on their allocated pitch as instructed by Skipton Town Council Event Staff. No changes of position will be permitted unless authorised by Skipton Town Council.
- 11. Skipton Town Council accepts no liability for any loss, damage or injury incurred in connection with the event. In applying for a space, you indemnify the Council against any such claims.
- 12. No on-site parking is allowed. Parking is available in any of Craven District Council's Skipton Car Parks at a charge. Details can be found here: [www.cravencd.gov.uk/skiptonparking](http://www.cravencd.gov.uk/skiptonparking)
- 13. These terms are subject to change.