



## Sunday 2 & Sunday 9 December 2018

### 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. Please also send photos of your products if possible.

**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.

**Charities**

Please be as imaginative as possible and your stall must be themed around Christmas / winter or your application may not be accepted. Priority will be given to stalls who can demonstrate they are interactive, imaginative and offer something a little different to the usual charity stall. Raffle/ tombola style stalls are actively discouraged. A limited number of charity stalls are available.

<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 NOTE – ALL PRICES LISTED BELOW ARE TOTAL COSTS TO TRADE FOR BOTH DATES (not cost per Sunday)**

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

			Tick
<b>Type of space required</b>  <b>(Please tick)</b>	Local charity / local branch of national charity / local school / local community group Price includes 3m x 3m Gazebo and 6ft table	<b>£75.00</b>	
	Business / Craft / Pre-packaged food and drink (including stall and 6ft table) 3m x 3m	<b>£220.00</b>	
	Hot food & drinks (Consumption on site catering and alcohol) – Space Only 3m x 3m	<b>£275.00</b>	
	Hot food & drinks (Consumption on site catering and alcohol) +1m (Price is per extra metre width, please indicate how many extra metres are needed)	<b>£70/M</b>	____m
	Hot drinks, cakes and confectionery (no-alcohol) – Space Only 3m x 3m	<b>£220.00</b>	
	Hot drinks, cakes and confectionery (no-alcohol) +1m (Price is per extra metre width, please indicate how many extra metres are needed)	<b>£50/M</b>	____m
	Catering Trailer < 4m width (including hitch) Space Only	<b>£330.00</b>	
	Catering Trailer +1m (Price is per extra metre width, please indicate how many extra metres are needed)	<b>£70/M</b>	____m
	Market pitch* – cobbles 3m x 3m - Space Only	<b>£200.00</b>	
Market pitch* – cobbles (Price is per extra metre width, please indicate how many extra metres are needed)	<b>£50/M</b>	____m	

**\*First refusal for a 'Market Pitch' is given to current Skipton market traders therefore there will be limited space available. We may contact you to offer another pitch should this not be available.**

**Please note for the 2018 Christmas Markets we will need to see a copy of each Market Stall Holder's Risk Assessment and Public Liability Insurance (£5 million). This is a legal requirement and you will not be able to trade unless we have a copy of both documents.**

**Please send your completed application form to: Events Team, Skipton Town Council, Town Hall, High Street, Skipton, BD23 1FD or [wendy@skiptontowncouncil.gov.uk](mailto:wendy@skiptontowncouncil.gov.uk) - If you have any questions email or call us on 01756 700553.**

## **Information for stall holders**

### **Application Procedure**

All applications must be received by 5pm on Friday 24<sup>th</sup> August 2018. Any applications received after this date will be rejected.

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

Applicants will be notified by Friday 7<sup>th</sup> September 2018 as to the success of their application.

Successful applicants will then need to make payment for their stall by Friday 28<sup>th</sup> September 2018. If payment is not received by Friday 28<sup>th</sup> September your pitch will be released and given to someone else. It is your responsibility to ensure payment has been made by the deadline.

Successful stall holders can make payments by cheque or bank transfer. We do not have credit card facilities. Cheques must be made payable to 'Skipton Town Council' and sent to: Skipton Town Council, Town Hall, High Street, Skipton, BD23 1FD. Alternatively you can pay by cash in person at the Town Council offices. Please do not send cash through the post.

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 returning after the application process.

Every stall will be required to send a copy of your Risk Assessment and Public Liability Insurance (£5 million) with the application or before 28<sup>th</sup> September 2018. This is a legal requirement and will be required by all stalls, including regular Skipton Market traders. If we do not receive copies of these documents, you will not be allowed to trade.

Stalls using electrical equipment must send their latest PAT Certificate with the application or before 28<sup>th</sup> September 2018.

Stalls using LPG Cooking/Heating Equipment must send their latest Gas Safety Certificate with the application or before 28<sup>th</sup> September 2018.

## Selection Criteria

The purpose of the event is to offer a wide variety of quality gifts, crafts and speciality foods.

Preference will be given to local goods and/ or traders.

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 plays an important role in the overall feel of the event

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 such as Jewellery and Food and Drink are always oversubscribed. In this instance, assessments will be made on a stalls uniqueness, exclusivity, quality and locality.

**Suitability for Skipton Christmas Market** – Skipton has a variety of quality traders located within the town (including the regular market), so stallholders should be able to offer something different and unique to compliment what is already on offer.

**Previous performance at Skipton Christmas Market** – Whilst carrying out the selection process, consideration will be made for applications from stallholders that have previously operated on a basis contrary to the terms and conditions. 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. Photography of your stall set-up are useful when judging suitability.

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

As Skipton Christmas Market operates with different trading positions, set up and break down times will vary. You will receive an email approximately 14 days prior to the first event date with all the details you need.

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

General 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 4.30pm. 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.

All Stallholders must ensure remaining goods are packed away prior to entering the market site with a vehicle to ensure access to the market area is kept clear.

### **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. We will need to see a copy of the TENS before we can allow you to trade.

### **Festive Décor and Attire**

Skipton Christmas Market is organised and promoted as a Christmas Market and it is important to us that each stall makes a positive effort to decorate their stalls and dress in festive attire.

It is a requirement that ALL stallholders and their staff MUST wear some form of festive dress and decorate your stalls appropriately.

We would advise Market Traders to start thinking about this now and look at the décor of the stalls, lighting, music, smells, tastes and fancy dress. We will be happy to assist where we can.

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. Please assist us by disposing of any waste generated by you or your stall as responsibly as possible. Each stall will be given at least one green trade waste bag which can be filled and left at the end of each trading day. Please make sure that this is placed in the allocated trade waste area and not just left road side or next to your stall.

### **Electrical Equipment**

Skipton Town Council do not provide power to any of the stalls. 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 28<sup>th</sup> September 2018. Generators are only allowed if silent running but must not be refuelled on site during the trading 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 both Christmas Market Sundays - Prices are the total cost for both days.
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. Payment is strictly within 14 days of confirmation. Failure to pay within this 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 6 weeks of the event or non-attendance on the day, a refund is not possible.
10. Event Day - All traders must:
  - Provide their own chair(s) & accessories. They must also arrange their own electricity supply, if required.
  - 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 Centre Management staff. No changes of position will be permitted unless authorised by Skipton Town Council.

**Please send your completed application form to: Events Team, Skipton Town Council, Town Hall, High Street, Skipton, BD23 1FD or [wendy@skiptontowncouncil.gov.uk](mailto:wendy@skiptontowncouncil.gov.uk) - If you have any questions email or call us on 01756 700553.**

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.cravencdc.gov.uk/skiptonparking](http://www.cravencdc.gov.uk/skiptonparking)
13. These terms are subject to change.

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

Sign below and date:

<b>Applicant Signature:</b>		<b>Date:</b>	
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**For office use only**

<b>Staff Signature:</b>		<b>Date:</b>	
<b>Notes</b>			
<b>Total stall cost</b>			