

Stamford Town Council

STAMFORD CHRISTMAS MARKET

SUNDAY 26 NOVEMBER 2023 – 10.00AM TO 5.00PM

CONTACT DETAILS: Stamford Town Council, Town Hall, St. Mary's Hill, Stamford PE9 2DR

Tel: 01780 753808 / e-mail: townhall@stamfordtowncouncil.gov.uk / website: www.stamfordtowncouncil.gov.uk

BOOKING FORM

- This is an outdoor event- please bring sufficient weights to secure your stalls/gazebos/display units/tables in case of inclement weather.
- No tables, chairs or display items will be supplied (unless you are hiring a market stall with built in table).
- A maximum of 80 covered market stalls are available for hire and these will be allocated on a first come first serve basis.
- **Traders spaces are sold on a strict maximum 3m frontage x maximum of 3m depth** – Please include tow bar measurements in your calculations, as any breach of this allotted space may result in being unable to trade and a request to leave the event site.
- Only **silent generators** will be permitted at this event (50-60dB range)
- Please answer **all** questions when completing this booking form, as incomplete applications will not be considered.
- Please return completed booking form, with full payment, signed Terms and Conditions below together with requested documentation relevant to your particular trader/exhibitor application, which must be received **by Friday 20 October 2023** (a late booking penalty may be applied to applications arriving after the cut-off date)
- Cheque payments should be made payable to **Stamford Town Council** and sent to the above address. (Post-dated cheques will NOT be accepted)
- Bank Transfer payments should be to **Stamford Town Council, Lloyds Bank, Account number 14923260, Sort Code 30-84-84 and referenced SCF261123**
- All documentation must be sent by post to the above address along with confirmation of payment for your requested booking. Applications will be acknowledged, and confirmations issued once all documentation has been examined and verified.
- In any event all fees and other marketing charges for Stamford Christmas Festival are non-refundable (see Terms & Conditions).

Your Company / Trading Name: <i>Please write clearly using Capital Letters</i>			
Exhibitor Name:			
Description of goods to be sold:			
Address:			
Post Code:			
Telephone:	Mobile:	E-mail:	Website:
PLEASE HIGHLIGHT THE TYPE OF STALL / SPACE YOU WOULD LIKE AND HOW MANY OF EACH e.g., £90 X 1			
HIRE PRICES	GOODS (NON-FOOD)	FOOD (COOKING)	FOOD (NON-COOKING)
COVERED MARKET STALL (3M X 3M) With built in table	£109.00	£139.00	£109.00
COVERED MARKET STALL (3M X 3M) No table	£104.00	£134.00	£104.00
PITCH SPACE ONLY (3M X 3M)	£79.00	£119.00	£79.00
SUB-TOTAL			
Are you cooking with gas / electric? N.B. NO ELECTRICAL POWER OR LIGHTING IS PROVIDED		YES	NO
TOTAL:			
Please tick the boxes below to confirm you have included all in-date certificated documentation required with this application			
Risk Assessment	Gas Safety	Temporary Event Notice Licence	Public Liability Insurance
			Electricity PAT Test
			EHO Food Safety Registration
This is to confirm "I have read and accept the Terms and Conditions" overleaf			
Signed.....		Date.....	
Confirmation of order (*delete as applicable) *I / We confirm that I / We have included all required documentation related to this application.			
Signed.....		Date	

Stamford Town Council

General Terms and Conditions of Booking for Stamford Christmas Festival 2023

1. Application for stand space

- a) Applications should be made on the official form and all details requested must be given. It should be noted that the acceptance of any booking form by the Organiser does not necessarily constitute any confirmation offer of space or facility.
- b) Application forms should be completed and returned immediately and must be accompanied with full payment as required by the Organiser. Once booking confirmation is issued all fees/ charges are non-refundable.
- c) The Organiser reserves the right to refuse application without necessarily giving the reasons for so-doing.
- d) No Exhibitor will be allowed to take up tenancy unless and until all conditions have been met. Any additional costs incurred by the Exhibitor during the Event will be subject to a separate invoice.
- e) The Organiser reserves the right to vary the general layout of the Exhibition and the space allocated to any Exhibitor if, in their opinion, such amendment is in the general interest of the Exhibition, or if the Organiser is requested to do so by the Local or any other competent Authority.

2. Sub-Letting

No sub-letting is permitted.

3. Insurance and Exhibitor's Liability

The Organiser shall not, under any circumstances whatsoever, be liable, or responsible for: -

- a) Any damage, loss, theft, or destruction whatsoever or howsoever caused, to any goods, equipment, or any property belonging to the Exhibitor, or for which the Exhibitor is responsible.
- b) Any damage or injury suffered by the Exhibitor, or his servants, or agents or by any other person.

The Exhibitor shall be liable for all loss, damage, injury, expenses, and costs whatsoever, or howsoever caused to any person or property in any situation whatsoever, by the Exhibitor, his servants, or agents, or the company's fittings, exhibits, machinery, or other property belonging to the Exhibitor or for which the Exhibitor is responsible. The transport and installation of all exhibits shall be the sole responsibility of the Exhibitor, as shall be the responsibility for any damage caused by the Exhibitor, his servants, or agents, to any structure, fixture or fittings, permanent or temporary at the Exhibition site. The Exhibitor will indemnify the Organiser in respect of any such loss, damages, injury or claim, costs, expenses as described above. The Organiser recommends that comprehensive insurance cover is arranged by each Exhibitor to cover his responsibilities.

4. Staffing of the Stands

All exhibits must be on view and in the charge of the competent representative of the Exhibitor during the whole of the period that the Event is open.

6. Stand Cleaning

Exhibitors are responsible for the good order and cleanliness of their own stands. No rubbish may be placed in the aisles while the Event is open or one hour prior to opening. All trade rubbish must be removed from the site at the end of the Event by the Exhibitor.

7. Public Address

The use by Exhibitors of public address systems is prohibited, and loudspeakers and similar devices employed in the demonstration of exhibits will only be permitted so long as such use causes no inconvenience to visitors and other Exhibitors.

8. Fire Precautions

Stands with cooking features or relevant fire risks should be equipped with a fire extinguisher and any other appropriate equipment. Also Exhibitors must be familiar, if applicable, with regulations concerning the use of inflammable liquids or gasses and equipment used in enclosed areas.

9. Health Regulations

Any Exhibitor supplying food and drink themselves should make themselves aware of and be governed by Local Authority regulations concerning such matters. **A Temporary Events Notice will be required and must be presented for the sale of alcohol.**

10. Postponement or Abandonment

In the event of all or part of the Event being postponed or abandoned or being held wholly or partly in premises other than the venue or in the event of failure of any of the supplies, services or facilities afforded to Exhibitors due to lockouts, strikes or other circumstances beyond the control of the Organiser, the Organiser shall be under no liability in any way whatsoever in respect of any expenditure, liability, damage or loss sustained or incurred by the Exhibitors. The Organiser shall be entitled to retain all sums paid them or such percentage thereof as the Organiser consider necessary to cover the expenses incurred in connection with the Event. The Organisers shall not be liable for loss, damage or expenses which Exhibitors may sustain or incur by reason of any Local Authority intervening and preventing or restricting the use of Event premises or any part thereof in any particular manner. In the event of any incident which precipitates the closure either in whole or in part of the Event, the Organiser will not be held responsible for any curtailment of promotional facilities resulting in a possible reduction in sales or opportunity.

11. Waste Tax

A £4.00 Waste Tax charge is included in the total amount payable because Stamford Town Council is charged by South Kesteven District Council to remove waste from the site at the end of the day.

Please note this form is generic and some information may not be applicable.

SCF261123 *Final*