



Spanish City Christmas Fayre - Booking Form

Stall Application Form Friday 22 November to Sunday 24 November 2019 (inclusive)
Application deadline is Saturday 4 May 2019 with confirmation by Wednesday 15 May 2019

APPLICATION DETAILS

Your details

Name

Address
.....
.....

Telephone No Mobile No.

Email Address
.....

Company Details

Company name.....

Address
.....
.....

Telephone No Mobile No.

Email Address
.....

BUSINESS INFORMATION

The information below will be used to assess whether we believe your business will be appropriate for our event.

Type of Stall (Please select ALL CATEGORIES which apply) :

Jewellery	<input type="checkbox"/>	Children's	<input type="checkbox"/>	Clothing	<input type="checkbox"/>
Food and Beverage	<input type="checkbox"/>	Crafts	<input type="checkbox"/>	Christmas	<input type="checkbox"/>
Health, Beauty & Wellness	<input type="checkbox"/>	Homeware	<input type="checkbox"/>	Art & Photography	<input type="checkbox"/>
Other (Please Specify)	<input type="checkbox"/>	<input type="text"/>			



Please provide a breakdown of the items for sale; (i.e macaroons, candles, etc):

.....
.....

Please provide a brief description of your business:

.....
.....

Please select the category most representative of pricing of the items intended for sale:

Up to £10.00	<input type="checkbox"/>	£10.00-£30.00	<input type="checkbox"/>	£30.00-£50.00	<input type="checkbox"/>
£50.00-£100.00	<input type="checkbox"/>	£100.00-150.00	<input type="checkbox"/>	£150.00+	<input type="checkbox"/>

How did you hear about our event?

Website	<input type="checkbox"/>	Word of Mouth	<input type="checkbox"/>	Social Media	<input type="checkbox"/>
Email	<input type="checkbox"/>	Previous Event	<input type="checkbox"/>	Other	<input type="checkbox"/>

Where can we find your business online?

Website	<input type="checkbox"/>	Facebook	<input type="checkbox"/>	Twitter	<input type="checkbox"/>
Instagram	<input type="checkbox"/>	Pinterest	<input type="checkbox"/>	Other	<input type="checkbox"/>

If your application is successful, would you be happy for us to share the above information via our own venue website and social media outlets?

Yes No

Will you be offering any samples from your stall?

Yes No



(If 'Yes', please provide additional details below, also include copy documentation which may be required as a result of this i.e Food Hygiene Certificate, Public Liability)

.....
.....

PACKAGES

Single stand (6-foot trestle) £150.00 for whole weekend

Double stand (2x6-foot trestle) £280.00 for whole weekend

*Do you require a Power Supply? YES NO

This is an additional £40.00 charge (only available on selected stalls)

**Access to power facilities will only be granted upon receipt of PAT Test Certificates for any items intended for use during the Christmas Market or proof of purchase showing the appliance to be less than one year old.*

STALL HOLDER DECLARATION

I, AS THE LEAD STALL HOLDER, TAKE RESPONSIBILITY FOR THE ABOVE INFORMATION PROVIDED, WITH THIS BEING CORRECT TO THE BEST OF MY KNOWLEDGE.

STALL HOLDER

.....

STALL

.....

DATE

.....

SIGNATURE

.....

TO APPLY:

Please fully complete and return this form by email to events@spanishcity.co.uk. Please clearly market the subject in your email **CHRISTMAS MARKET APPLICATION.**



Terms and Conditions of Booking

Payment is required in full once your application has been accepted.

All monies are non-transferrable and non-refundable.

Each 6-foot stall is charged at £150.00 for the weekend.

A double stall (2x6-foot) is charged at £280.00 for the weekend.

If power is required this will be allocated on a first come, first served basis and charged at £40.00 per stall for the weekend. This must be requested at the time of application

Power cannot be requested on the day.

A stall is one 6-foot clothed trestle table.

A PAT testing certification is required for any electrical items brought on site prior to arrival.

A food hygiene certificate is required for all stalls selling food or giving away free samples.

Public liability insurance is a requirement of booking and your application will be rejected and deposit monies retain should you fail to provide this prior to the event.

Spanish City will provide the marketing material to be used to promote the event. This is the only material to be used.

Deadline for applications is Saturday 4 May 2019. Applications received after this date will not be considered.

You will be notified if your application is successful by Wednesday 15 May 2019. If you do not hear from us, your application was not successful on this occasion.

Full payment due by Wednesday 22 May 2019, if your application is successful.
