

## 2018 Totnes Christmas Night Market Application Form (Non-Catering Stalls)

Please note this application form is for the **Market Square Area only**.

**Tuesdays 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> December 2018 (trading times 3:30 - 9:30)**

Name	Full Address	Phone Numbers
<b>E-mail</b> (please write clearly as inability to contact you via e-mail may result in you losing your pitch!)		
<b>What do you sell?</b> Please include a brief description, photos, Web or Face Book page as appropriate.		

<b>Please tick your preferred pitch</b>	(10ft) x(10ft) pitch <input type="checkbox"/>	Tabletop (7ft) x (3ft) - (undercover area) <input type="checkbox"/>
<b>Fees</b> (include electricity up to 300watt)	<b>£60</b> per night	<b>£35</b> per night
<b>Electricity ( Maximum 300watt):</b>	16amp outdoor plug in only	13amp indoor plug in <input type="checkbox"/> 16amp outdoor plug in <input type="checkbox"/> Specify which is required
<b>Please Note:</b> the undercover area has height restrictions and is suitable for tabletops or low height stalls. Full size gazebos will not fit		
You <b>MUST include</b> a copy of your <u>valid</u> <b>Public Liability Insurance</b> <input type="checkbox"/>		

- **Completed Applications should be SIGNED and submitted together with all relevant paperwork as soon as possible.**
- **Full payment by cheque for all 3 nights is required with your application. Please make cheques payable to Totnes Night Market.**
- You must provide your own stall, tables, lighting and any other required equipment. We will provide trade waste bags and you are responsible for maintaining and leaving your area litter free.
- We aim to keep the market square as green as possible. Please use degradable/ recycled products for packaging as much as possible. This may be what gives you the "edge" over another similar stall when we are making the final selection.
- Successful applicants will be informed by e-mail prior to their cheques being cashed.
- Trading times strictly 3:30pm – 9:30pm.
- The market will continue whatever the weather and there will be **no refunds** due to adverse weather conditions. Make sure your stall set up is strong enough for the winter weather.

**Please return the application form to:**

Totnes Night Market c/o  
1 Townsend Terrace,  
East Allington, Totnes, TQ9 7QU.

**Contacts:** Paul Chapman 07814 014423  
thaidotrading@btinternet.com

By signing and dating below I confirm I have read and agreed to comply with the terms & conditions of Totnes Christmas Night Market and agree that I am conversant and compliant with current health and safety legislation, certification, insurance and licensing associated with the nature of my business and have mitigated all risks where practical

**Signed:**

**Date:**

## **Terms and Conditions of Totnes *Christmas* Night Market**

### **Market Square Area**

1. Exhibitors must fill in the attached application form and submit, including all the relevant documents.
2. There will be a market manager and several stewards on the Square. Please respect their instructions and advice.
3. For safety reasons trading times are strictly 3:30pm-9:30pm. There will be no vehicle movement at all and no setting up or packing down between these times.
4. You will need your own equipment, tables, weatherproof stall and lighting, leads etc. (if required).
5. **NO GENERATORS ALLOWED.**
6. If you are successful in your application you will be informed via email and your cheque will be cashed.
7. The event is non-refundable and payable for all 3 nights in advance.
8. No subletting of your stall.
9. You must only trade the items described on your application.
10. Banners, A frames and leaflets are only permitted in your own stall space.
11. Please remain within your own designated pitch. If you are on the street side you **MUST** remain on the market square and **NOT** the pavement as you will only be covered by our and your own insurance on the square. Tabletop stalls under Civic Hall must be low rise and remain within their designated space. Gaps here are left as per safety requirements.
12. Please respect the boundaries made for the walkways to allow shoppers to move freely and avoid crowd problems.
13. Please use the green trade waste bags provided to maintain and to leave your area rubbish free.
14. No alcohol to be sold without prior permission.
15. No music or amplifying equipment to be used without prior permission.
16. No raffles, fund –raising or money collection without prior permission.
17. No fire-crackers, natural highs, Chinese lanterns, toy guns or replica weapons to be displayed or sold.
18. Please use recycled/degradable packaging, bags, cups, plates wherever possible. We aim to keep the market square as "green" as possible!

Please consider carefully before you apply as **there will be NO REFUNDS.**

Totnes Night Market will ask any trader who does not respect these terms to leave the market with no refunds.

Full set up details will be sent out to you by email prior to the event. Set up times will be staggered to avoid congestion.

Thanks for applying and Good Luck!!