



**The Plough Village Fete**

**Mill Street, Prestbury, Cheltenham, GL52 3BG**

**Saturday 4<sup>th</sup> May 2024 11-3pm**

**Stallholder Application Form (please complete in block capitals)**

**Trading Name:**

**Contact Name:**

**Address:**

**Email Address:**

**Telephone Number:**

**Website:**

**Social Media Links (no Facebook groups as we cannot tag you):**

**Description of all Products, this will enable us to prevent duplication of stallholders (please see terms and conditions line 2):**

**Dates Available (Please tick):**

- Saturday 4<sup>th</sup> May 2024**

**Stalls cost: £20, you will be required to bring your own table, chair and gazebo-we do not have any spares.**

**Payment details below. Please wait for your stall to be confirmed before making your payment.**

**BACS: Create Cheltenham Events**

**30-98-97**

**78692462**

**Please send a copy of your current Public and Products Liability Insurance documents with your completed application form.**

**All documents can be returned via email to [hello@createcheltenham.com](mailto:hello@createcheltenham.com) if you do not have a scanner (preferred) we can accept photos of your application form.**

**Declaration, I the undersigned, wish to take a stall at The Plough Village Fete and enclose my payment for £....**

**I have read, understood, and signed the attached terms and conditions.....**

**Please sign here (typing your name is acceptable in place of a signature if you are unable to print and sign)**

## Terms and Conditions

### The Plough Village Fete 2024

Please read the terms and conditions carefully and return a copy signed and dated with the booking form.

- Stall fees are required at least 30 days prior to the event date. Create Cheltenham reserves the right to release stalls if payment has not been received and we have not received any communication
- Please let us know if you decide to add different products so that we can ensure that we are not duplicating items from another stallholder. Without prior consultation, we reserve the right to ask you to remove these items from your stall.
- Stalls will be reserved on a first come, first served basis. Create Cheltenham reserves the right to accept or decline stall holder applications, our decision is final.
- Stalls may not be shared between stallholders.
- Set up time is from 10am, stalls must be ready to trade from 11am. Vehicles may park outside to unload but must move asap to enable everyone enough room. There is free roadside parking available nearby.
- Stall holders must agree to trade for the entire period and may begin packing their goods away at 3pm when the market closes.
- No stall holder may sublet their stall to another vendor.
- Please ensure your tablecloth reaches the floor to hide any overstock and belongings under the table.
- Stallholders must leave their area clean and tidy after the market. All rubbish must be taken away with them.
- Any signage or display materials are the responsibility of the individual stallholder. They must not obstruct other stalls or constitute health and safety hazards. If we feel that you are causing an obstruction, we reserve the right to ask for it to be removed.
- The stall holder is liable for any damage that is caused to the stall/premises during use at the event.
- Vendors must always act with professionalism and adhere to ethical business practices. Create Cheltenham reserves the right to ask for stallholders to leave if they do not comply.
- We will not accept applications from stallholders that sell copyrighted items including items with copyrighted images.
- Food stallholders must provide a copy of their food hygiene certificate, all items must be labelled with allergens.
- All candle/wax melt makers must be CLP compliant.
- The stalls will be outside, you will be required to bring gazebos/shelters up to the size of 3mx3m.
- The market will take place rain or shine. No refunds will be given to stallholders due to weather.

- **Cancellation policy: Any stallholder that cancels within 30 days of the market date must pay a cancellation charge. 50% of your stall fee will be charged within 15-30 days of the market. Any cancellation within 14 days of the market will be charged the full price of your stall.**
- **Any complaints must be submitted in writing to Create Cheltenham. We also invite suggestions and improvements for future markets.**
- **It is the responsibility of each stallholder to ensure that they have their own Public and Products Liability insurance. This will ensure the safety of your stall and products. The insurance must cover you to sell your goods at the market.**
- **Each stall holder at The Plough Market participates at entirely their own risk. Create Cheltenham and The Plough, takes no responsibility for risks to personal injury, loss or damage of property, theft of property, loss of profits, interruption of services, however this loss, injury or damage may be caused, whether by fire, theft, inclement weather, loss of power, defect of equipment, building failure, building works.**

**Signed:**

**Dated:**

**Please return this to [hello@createcheltenham.com](mailto:hello@createcheltenham.com)**