



**Create Cheltenham Market 2023**

**Bishops Cleeve, Sixth Form centre, Two Hedges Road, GL52 8AE**

**1pm-4pm**

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

**Trading Name:**

**Contact Name:**

**Address:**

**Email Address:**

**Telephone Number:**

**Website:**

**Facebook Page/Group:**

**Social Media Links:**

**Description of all Products (This will enable us to prevent duplication of stallholders):**

**Dates Available (Please tick):**

- Saturday 15/07/2023**
- Saturday 16/09/2023**
- Saturday 18/11/2023**

**You will be required to bring your own table up to 6ft. Please see below for table hire.**

**Stall cost:**

**Indoor-£20 per date booked.**

**Coffee / food Vendor £10 per outdoor pitch**

**Table hire: £6**

- Please tick if required**

**Extra space for rails/stands: £5 per rail**

- Please tick if required (We can't guarantee extra space for rails etc. if it has not been noted at the time of booking).**

**Payment details below. Please wait for your stall to be confirmed before making your first payment. For multiple dates we will then send a payment reminder at least 30 days prior to the market date.**

**BACS:**

**Create Cheltenham Events**

**Account Number 78692462**

**Sort Code 30-98-97**

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

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

Declaration, I the undersigned, wish to take a stall at the Create Cheltenham Market at Cleeve School Sixth Form centre and enclose my payment for £....

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

Please sign here

### Terms and Conditions

#### Create Cheltenham Market at Cleeve School Sixth Form Centre

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

- Stall fees are required 30 days prior to the event date-a reminder will be sent out. Create Cheltenham reserves the right to release stalls if payment has not been received and we have not received any communication
- 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 12pm, stalls must be ready to trade from 1pm. Free parking is available for traders.
- Stall holders must agree to trade for the entire period and may begin packing their goods away at 4pm when the market closes.
- No stall holder may sublet their stall to another vendor.
- Please ensure your table cloth 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.
- Stall holders may not sell alcoholic beverages without prior consent.
- 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 Create Cheltenham Market participates at entirely their own risk. Create Cheltenham and Bishops Cleeve Sixth From Centre 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 [createcheltenham@gmail.com](mailto:createcheltenham@gmail.com)