



Roots Coffee and Community Eco Market

69 Alvin Street, Gloucester, GL1 3EH

Saturday 22nd June 2024 10am-2pm

Stallholder Application Form (please complete in block capitals)

Trading Name:

Contact Name:

Address:

Email Address:

Telephone Number:

Website:

Facebook Page/Group:

Social Media Links (not Facebook groups as we are unable to tag your business):

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

Dates Available (Please tick):

- **Saturday 22nd June 2024**

Stalls cost: £20 a 6ft table and chairs will be provided for you at the venue.

£5 for extra rail space (please notify us if you need extra space at the time of booking).

£3 parking at The Heritage Hub for the duration of the market

Payment details are below. Please do not send your payment until we have accepted you as a stallholder.

BACS: Create Cheltenham Events

30-98-97

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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 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 Roots Eco Market and enclose my payment for £....

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

Terms and Conditions

Roots Eco Market 2024

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

- **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.**
- **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.**
- **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 9.00 am, stalls must be ready to trade from 10am. Vehicles may park outside to unload but must move asap to enable everyone enough room. There is car parking available which will be communicated to you before the event.**
- **The event will be held upstairs, there is a lift available if you wish to use it.**
- **Stall holders must agree to trade for the entire period and may begin packing their goods away at 2pm when the market closes.**
- **No stall holder may sublet their stall to another vendor.**
- **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.**
- **Please ensure your tablecloth reaches the floor to hide any overstock and belongings under the table.**
- **You may not stick anything up on the walls of the venue.**
- **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.**
- **We will not accept applications from stallholders that sell copyrighted items including items with copyrighted images.**
- **Create Cheltenham reserves the right to ask for stallholders to leave if they do not comply.**
- **Food stallholders must send a copy of their hygiene certificate along with their application form. All food items must be labelled for allergens.**
- **All candle/wax melt makers must be CLP compliant.**

- 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 Roots Eco Market participates at entirely their own risk. Create Cheltenham and Roots Coffee and Community, 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