



Bishops Cleeve Market

The Tithe Barn, Cheltenham Road, Bishops Cleeve, GL52 8LU

Saturday 11th May 2024 11am-3pm

Stallholder Application Form (please complete in block capitals)

Trading Name:

Contact Name:

Address:

Email Address:

Telephone Number:

Website:

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 11th May 2024**

Stalls cost: £25 You will be required to bring your own table unless you wish to hire one. Chairs will be provided along with tea and coffee facilities for stallholders.

- **£6 table hire approx. size 6ft.**
- **£5 for extra rail space (please notify us if you need extra space at the time of booking).**

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

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 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 Bishops Cleeve Market and enclose my payment for £....

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

Terms and Conditions

Bishops Cleeve Market May 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 10.00 am, stalls must be ready to trade from 11am. Free car parking available behind the Tithe Barn, stallholder parking will be signposted.**
- **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 3pm when the market closes.**
- **No stall holder may sublet their stall to another vendor.**
- **Due to the temperamental nature of the lift, you must not use boxes etc. to hold the lift doors open as it tends to break when this happens.**
- **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.**
- **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 Bishops Cleeve Market participates at entirely their own risk. Create Cheltenham and The Tithe Barn, 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