



Create Cheltenham Market

St Philip and St James's Church, Grafton Road, Cheltenham, GL50 2DD

10am-4pm

Pip and Jim's 2024

Stallholder Application Form (please complete in block capitals)

Trading Name:

Contact Name:

Address:

Email Address:

Telephone Number:

Website:

Facebook Page/Group:

Facebook & Instagram 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 (please see terms and conditions line 2):

Dates Available (Please tick):

- Saturday 14th September**

You will be required to bring your own table up to 6ft. There are a minimal number of tables available to hire, please see below.

Stall cost:

£28 (all stalls are indoors)

Table hire: £6

- Please tick if required**

Extra space for rails/stands: £5 per rail

- Please tick if required (We cannot 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.

Payments Details (BACS)

Create Cheltenham Events

SC: 30-98-97

ACC: 78692462

Please send a copy of your current Public and Product 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 for your documents (preferred) we can accept photos of your application.

Declaration, I the undersigned, wish to take a stall at the Create Cheltenham Market at Pip and Jim's.

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

Create Cheltenham Market at Pip and Jim's

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**
- **Please let us know if you decide to add different products through the year 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 9am, 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 a car park nearby on Bath Road and off-road parking on the nearby streets.**
- **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 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.
- You must put something under your table legs and rails (such as a coaster) to protect the floor. Please do not drag any equipment across the floor.
- 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.
- Stall holders may not sell alcoholic beverages.
- 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 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 Pip and Jim's church 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