

August 2021

Dear Stallholder Applicant,

## **Victorian Christmas Market - Kelham Island Museum**

Thank you for your interest in attending our 2021 event.

Sheffield Industrial Museums Trust merged with Museums Sheffield in April 2021 to create a new unified museums trust for Sheffield and its people – **Sheffield Museums**. The charity operates six of the city's museums and heritage sites: Abbeydale Industrial Hamlet, Graves Gallery, Kelham Island Museum, Millennium Gallery, Shepherd Wheel and Weston Park Museum.

With Covid-19 restrictions relaxing, we will continue have measures in place to ensure all stallholders and visitors can attend the event comfortably and confidently. These measures will be compliant with current government advice at the time and feedback from visitors to our sites.

The event will take place on **Saturday 4 December (10am-7pm)** and **Sunday 5 December (10am-5pm)**.

Our priority will be to create a traditional Victorian Christmas ambience that offers a balance of new and established market stalls and provides visitors with a wide range of quality goods and prices. As always, we encourage locally sourced and handmade items and stalls that can offer demonstrations of traditional crafts and skills or add value to our family entertainment programme.

Due to the very high number of applications we receive, we advise you to take care in completing your application, telling us in full how you meet the criteria set out for applicants as this is the information we will use as part of the selection process.

**Hot food sellers please note: this year, following the trial in 2019, we will accommodate several hot food stalls operating from their own gazebos, in the food court area.**

Please see the Application Form Guidance for details. Stall prices are determined by allocation within a specific market quarter and the amount payable and the stall type/size offered will be stated in your confirmation letter if successful.

Please find enclosed an Application Form, Guidance Notes on how to complete and return your form to us and a copy of the Stallholder Hire Agreement. Your application should be received by **Friday 24 September 2021**, any applications received after this date will still be considered but may be entered onto our reserve list should places be available. We will aim to send you notification that we have received your application within two weeks of receipt Further details will be sent following the closing date. **Please do not send payment with your application.**

For enquiries regarding this event, please contact [christmasmarket@sheffieldmuseums.org.uk](mailto:christmasmarket@sheffieldmuseums.org.uk)

We look forward to receiving your application.

Best wishes,

Gemma Holden  
Sheffield Museums Trust