

# Stallholders Application Form



**IMPORTANT: Please refer to the guidance given in the accompanying notes. Incomplete forms will not be accepted.**

## 1. Contact Details

Business/Organisation			
Main Contact			
First Name		Surname	
Correspondence Address			
House No./ Name		Street	
Address			
City		Region	
Postcode		Home Tel.	
Work Tel.		Mobile	
Email			
Website			
Please tick here if you would like to remain on our mailing list for future events <input type="checkbox"/>			

## 2. Description / Further Details

## 3. Type of Stall / Market Quarter

	Description	please ✓
A	Charity (Registered)	
B	Food & Drink Sellers	
C	Demonstrators only	
D	General Gifts & Jewellery	

FOR OFFICE USE ONLY

ACCEPTED	RESERVE	ADD.REQ.	TYPE	STALL	COST	ADD	TOTAL
		E P					

#### 4. Additional Requirements / Documentation

Lighting and Power Requirements		please ✓
If allocated a stall do you require additional lighting?	£20.00inc.vat	
Do you require power?	POA	
What will you use this power for?		
Further Requirements		
Documentation to be provided and enclosed by Stallholder (if applicable)		please ✓
CRB Certificate		
Food Hygiene Certificate		
Public Liability Insurance Certificate		
Registered Charities		
Please give your Registered Charity No. here:		

#### 5. Event Programme

Event Programme		please ✓
Would you like a listing in our event programme?	£12.00inc.vat	

#### 6. Ambience

Victorian Costume		please ✓
I/We will dress in an appropriate 'Victorian style' to help create the ambience of the Market and agree this is a condition of attendance		

#### 7. Declaration

		please ✓
I/We have enclosed copies of any required documentation/certificates where appropriate		
Signed:	Date:	

Please return this form with any additional information required to:

**BY POST:** Christmas Market Applications, Events and Marketing Dept, Kelham Island Museum, Alma Street, Sheffield S3 8RY. **BY FAX** 0114 2010619. **BY EMAIL** [events@simt.co.uk](mailto:events@simt.co.uk)

**APPLICATIONS MUST BE RECEIVED BY FRIDAY 10 SEPTEMBER 2010**

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