

Guidance Notes for Christmas Market Application Form

Please read these guidelines carefully, they will help you complete your application form. Please use **black ink** and write in **BLOCK CAPITALS**. **Incomplete forms will not be accepted.**

1. Contact Details

Please ensure you complete this section in full.

IMPORTANT: Please help us correspond with you more efficiently by providing an email address. Where provided, this will be the means by which we will contact you to confirm the outcome of your application. Please write your email address clearly to ensure that you do receive a response from us.

Please tick the box if you wish to remain on our events mailing list. If you no longer wish to remain on our events mailing list please inform us at events@simt.co.uk

2. Description / Further Details

We receive a very high number of applications for the market each year for a limited number of stalls. The information you provide in this section is critical to the selection process so please be as detailed as possible and include further details as applicable.

Previous stallholders: please do not rely on us knowing who you are and details of your product.

IMPORTANT: Please include the following information wherever possible

- Description - please describe your goods for sale in as much detail as possible e.g.
 - are the items handmade by you
 - are they Made in Sheffield or the local area
 - where are your goods sourced from
 - predominate themes or target markets e.g. Christmas, Vintage, Children etc
- Further Details - please provide any further information about your stall to ensure we are able to apply the selection criteria fairly e.g.
 - photographs and/or website links
 - examples of similar events attended
 - would you be able to demonstrate your craft / skills

Demonstrating

If you wish to also demonstrate your craft / skills please give details of what your demonstration or activity entails, including any specific audiences e.g. children or points of interest, hourly demonstrations of skills

3. Type of Stall

Please tick the box which best suits your stall using the criteria below **(please tick one box only)**:

A	Charity	You must provide us with your registered charity number in Section 4
B	Food & Drink Sellers	Any stall selling hot or cold food to be consumed on the premises or to be taken away. This also includes stalls selling home made or farm shop produce e.g. cakes, breads, xmas puds, confectionary etc.
C	Demonstrators	Stallholders who are not selling goods but demonstrating their traditional crafts and skills
D	General Gifts and Jewellery	Any stall selling general gifts

Allocated stalls will be one of the following:

- Market Stall (indoor inc. lighting)
- Market Stall (outdoor inc. lighting)
- Table Stall (indoor)

4. Additional Requirements / Documentation

IMPORTANT: Additional costs may apply for power and lighting.

Lighting

Indoor and outdoor market stalls will have lighting included within the stall framework.

If you wish to bring additional lighting such as spotlights, fairy lights, uplighters, lamps etc. power is available at an additional cost of £20.00 inc. vat for indoor stalls only.

Please note lit candles are not permitted.

Power

All power uses must be agreed by SIMT in advance. Please tick if you require a power source for your stall / activity providing details of what the power is required for. **This information will be used to quote on power costs.**

All electrical appliances must be in good working order with an up to date PAT certificate, or if less than a year old, the sales receipt. This should be available for inspection at the event.

Please note we cannot allow any form of heaters or kettles on site for Health and Safety reasons.

Further Requirements

If you have any further requirements that we should know about, please let us know here *e.g. Disabled access, oversize delivery vehicles etc.*

Documentation

Please tick and include a copy of the following documentation with your application if relevant to your stall.

- **CRB Check**
 - If you are delivering activities for children and young people *e.g. face painting*

- **Food Hygiene Certificate**
 - If you are providing ANY kind of food or drink, this includes stalls selling homemade produce to take home *e.g. cakes, jams etc* and food to be prepared and consumed on the premises *e.g. jacket potatoes, mulled wine*

- **Public Liability Insurance Certificate**
 - Please provide us with a copy of your Public Liability Certificate if possible. **Please note all Food and Drink Sellers must provide this.**

5. Event Programme

Please tick to let us know if you would like a listing to promote your stall in our event programme at a cost of £12.00 inc vat. The listing will be a minimum of Business Name and contact details *e.g. telephone, email and website*. More details will be provided for successful applicants.

6. Ambience

IMPORTANT: All stallholders must be willing to wear their own Victorian style costume throughout the event to add to the atmosphere of the market.

7. Declaration

Please check you have enclosed the appropriate documentation, sign date and return this form to the address given by **Friday 10 September 2010**

This form will be accepted by hand, by post, by fax and by email