

The

# CHRISTMAS MARKET

29 NOVEMBER - 1 DECEMBER

## Application Form

PLEASE COMPLETE AS MUCH OF THIS APPLICATION FORM AS YOU CAN FOR US TO ACCURATELY ASSESS YOUR APPLICATION.

PLEASE TYPE OR COMPLETE IN BLACK INK AND BLOCK CAPITALS.

### STALLHOLDER'S DETAILS:

Business Name:

Trading Name:

(If the trading name at the Christmas Market is different from your business name)

Contact Name:

Postal address:

Post Code:

Email address:

Daytime telephone:

Mobile telephone:

Website address:

Contact details to be used on our website:

Phone: Yes      No                      Email: Yes      No



## WHAT WILL YOU BE SELLING?

Product description: please describe what you would like to sell at the market. Please give as much information as possible as this information will be used in our selection process and will reduce the possibility of duplications (attach additional pages and pictures where applicable).

Do you produce what you sell?

If the goods you plan on selling are imported, which country (or countries) do they originate from?

Approximate price range of your products:

What sort of customer are your products aimed at?

If your application is unsuccessful do you wish to go on a waiting list? Yes      No

## WEBSITE TRADER LIST

If your application is successful we will add you to our list of traders on our website. We therefore require from you, a brief description of the products you will be selling along with an image of your goods which should be emailed to [ruth.cockrill@great-yarmouth.gov.uk](mailto:ruth.cockrill@great-yarmouth.gov.uk). Please ensure all images are of a high resolution and are in a jpeg format.

Do you need electricity? Yes      No



## Documents

Have you provided your public liability Insurance Certificate: Yes No

Have you provided your food hygiene certificate: Yes No N/A

## Costs:

**This year the cost of the pitch for the Christmas Market is £60.00 for up to 20ft for the three days. (depth 15ft)**

**Please indicate the size required:**

**Additional cost £60.00 for up to 20ft**

Please make payment before **Friday 22<sup>nd</sup> November 2019.**

If paying by cheque please make cheques payable to Great Yarmouth Borough Council or GYBC

No cheques will be banked until an offer from GYBC has been confirmed by the stallholders.

Payment by Credit/Debit Card: By signing this application form you agree to adhere to our payment schedule. Failure to adhere to this may result in re-allocation of your chalet, please see details in our Terms and Conditions.

**Please tick/delete as appropriate:**

I enclose a non-refundable deposit of £35

I will pay my deposit by credit card/debit card



## DECLARATION AND UNDERTAKING

No application forms will be processed unless this form is signed.

I certify that to the best of my knowledge, the information supplied on the Application Form is true and accurate.

I have read the Great Yarmouth Christmas Markets Terms and Conditions and General Information Document and agree, and undertake to comply, with all terms and conditions therein. In signing this application form I indemnify Great Yarmouth Borough Council and their staff against any claims, payments, costs or losses resulting from any failure on my part to comply with the said Terms and Conditions.

I give permission for my stallholder contact details to be stored on an electronic storage and retrieval system which will be created for the exclusive use of those involved in the organisation of the Great Yarmouth Christmas Market. It will not be used by any third party without prior consent.

I give permission for my stallholder contact details and product description, as indicated above, to be published on the Great Yarmouth Christmas Market website page.

I undertake to take out public liability insurance to the value of £5million.

I agree to pay the outstanding amount for the rental of my chalet/gazebo pitch and understand that the chalet/gazebo pitch may be reallocated if payment is not made by the due date.

Signature:

Date:

Completed forms and supporting documentation should be sent to:

Wendy Faldon  
Great Yarmouth Borough Council.  
Events Department  
Great Yarmouth Town Hall.  
Hall Plain.  
Great Yarmouth .  
NR30 2QF

Telephone Number: 01493 846131

Email: [wendy.faldon@great-yarmouth.gov.uk](mailto:wendy.faldon@great-yarmouth.gov.uk)

**Application forms must be returned with all relevant documents by Friday 22<sup>nd</sup> November 2019**

