



NEWCASTLE UPON TYNE CHRISTMAS MARKET 2020
SATURDAY 14th NOVEMBER – THURSDAY 24TH DECEMBER
APPLICATION FORM 2020

1. . Company to Invoice & Trading Name: _____

2. Are you a: Limited / Sole Trader (please **UNDERLINE**)

3. Name of Applicant: _____

4. Business Address: _____

5. Contact Address (if different to business address): _____

7. Post Code: _____ 8. EMAIL: _____

9. Phone (Day): _____ Phone (Eve): _____

10. Have you traded at this or another Christmas Market before?

11. PROVIDE A **FULL** LIST AND **SUPPORTING PHOTOS** OR **AN INTERNET LINK** TO SPECIFIC TRADING ITEMS. NOT DOING SO WILL SLOW YOUR APPLICATION.

(These are the only goods you will be permitted to trade; MG consent will be required for any other items):

PRIORITY - First priority will be given to traders committing to the entire period offering either handmade, bespoke, quality or crafted products.

12. PLEASE PROVIDE PHOTOS OR INTERNET LINK TO IMAGES OF YOUR STALL DISPLAY. (Traders are expected to dress their cabins internally to complement the Xmas theme for the outside cabins and event.)

13. In certain cases, we will try to grant exclusivity on bespoke brand items. Please specify any item for which you would be seeking this and why (not broad generic description)

14. Do you require a cabin or would you provide your own themed cabin?

15. If your own cabin, please specify the dimensions

16. If requiring a cabin, please underline one of the four options below – a counter will not be provided unless you do so

3M x 2.9M OPEN WALK IN

3M x 2.9M COUNTER

5M x 2.4M OPEN WALK IN

5M x 2.4M COUNTER

17. Do you require additional power for heating or cooking?

(For significant power, a surcharge will be added to your rental. Please detail the size of power requirement and use. Each cabin will be fitted with a double socket with an output of 13amps/3kW and a standard fluorescent light fitting. The socket can be used for a cash register/till, credit card machine)

18. Please state any additional requirements you may have (e.g. water supply, waste, disabled access).

Each trader is responsible for keeping their immediate trading area clean and disposing of any waste accumulated in this area. Large 1,100 litre containers will be provided nearby for this purpose. Excessive waste may incur a surcharge to cover the additional cost of removing.

BONDS

Please note that a £500 bond will be required **UPON CONFIRMATION OF POSITION** to ensure that all traders are compliant with terms and conditions of the market. This is in addition to your stated rental and will be returned after the close of the event if no infringements occur.

APPLICATION PROCESS & PAYMENT

- The deadline for receipt of this application form is 1ST May 2020. You must enclose with this application proof of public liability insurance, minimum £2million and your food and hygiene safety documentation where food is sold and a photo of your stand display.
- Applicants will be assessed and if successful, offered a cabin/pitch size and rental details provided. You will receive this response by 22nd May 2020.
- **To accept your offered position, you must:**
 1. Send an email confirmation to k.edwards@mellorsgroup.com
 2. Pay a deposit/bond of £500 for each unit no later than 12th June 2020.
- To guarantee your position at the market, the full outstanding rental including bond must be banked into the market management account by BACS or received in our office by cheque **no later than 31st July 2020**
- Traders will also be required to provide any requested Health & Safety, food hygiene, public liability, trading standards and other compliance documentation by **31st July 2020**. Failure to provide this documentation could invalidate your application.

Signed by the Tenant _____

Dated _____