

# KNARESBOROUGH CHRISTMAS MARKET

## Traders Information 2017

The Knaresborough Christmas Market celebrates the wealth of talent in North Yorkshire, drawing together the residents and visitors to Knaresborough over the Christmas season.

The Market creates a wonderful festival atmosphere in this historic market town, reinforcing the key themes of Christmas, bringing the streets alive with seasonal music and entertainment. The event this year takes place over two days Saturday 2nd December and Sunday 3rd December 2017.

Please read the Information sheet and the terms and conditions carefully. On signing the attached Booking Form, you will be agreeing to accept the Terms and Conditions and you will be liable for all stand fees once we have confirmed your booking.

### Application Procedure

1. All applications must be returned by the end of September.
2. Applications must be accompanied by a deposit.
3. All traders must complete an Application and Risk Assessment Form
4. All traders must provide a public liability certificate with cover no less than £5 million.
5. KCM will send you a confirmation of your application.

Demand for stalls is high; therefore KCM will prioritise the following criteria when selecting Traders:

1. A variety of goods and produce
2. Original Art & Crafts or hand crafted goods
3. Products of local and regional excellence
4. Stalls that enhance the seasonal atmosphere of the market
5. Traders that are able to support the traditional costumed Edwardian theme
6. Traders who have historically attended the event
7. New and innovative stalls

KCM reserves the right to refuse applications without stating the reason for doing so. The position occupied by each market trader will be decided by KCM and although every effort will be made to accommodate requests for special positions or requirements. KCM reserves the right to make any alteration deemed practical. Traders are not permitted to change stand locations.

Successful applicants will be confirmed as soon as possible, and offered a trading location, which should be accepted, and payment made in full no later than 14 days after the confirmation date. If no response is received by the end of this period, your location will be offered to another applicant and your deposit forfeited.

Stalls are positioned in rows of five; an end stall can be requested on the attached booking form at a cost of £25.00 per day but cannot be guaranteed. KCM reserves the right to position Traders based on the above criteria and where necessary health and safety requirements.

#### **PRICING**

1 Market Stall 10' x 4' and 1 stall cover (Roof only)

#### **Non-Hot Food Vendors**

£120.00 per stall per day

£230.00 per stall for two days (Please note discount)

£25.00 per day extra charge for an end stall (Not subject to discount).

Applicants will qualify for a discount as follows if **FULL PAYMENT** for the stall is received by 30 September:

One day booking	£ 100	(Discount £ 20)
Two day booking	£ 190	(Discount £ 40)

A special prize for the Best Edwardian Themed Stall will entitle the stallholder to a 25% rebate on the price paid.

#### **Hot Food Vendors**

**Price on application depending on stall size.**

**Additional tables or displays may not be positioned outside the stalls 10' x 4ft footprint.** This policy will be strictly enforced. This is for health and safety reasons. If you require additional space please contact KCM about renting a second stall.

#### **Health and Safety**

In order to process your application it must be accompanied by the Site Risk Assessment Form, and where applicable your PAT and Food and Hygiene Certificates. **There will not be any electrical power provided.**

#### **Licensing**

KCM will apply for any and hold all necessary Event Licenses from the Harrogate Borough Council in accordance with the licensing Act 2003. Individual Traders must NOT apply for a Temporary Event Notice (TEN).

#### **Security**

KCM will employ 24 hours security staff to provide a deterrent to any undesirable behaviour. However, as per the attached Terms and Conditions, all liabilities and responsibilities lie with the Trader for their own products and staff.

### **Litter**

KCM endeavours to provide a safe working environment for its staff and a clean and pleasant event for the public. Please assist us by disposing of any waste (including cardboard) generated by you or your stall in the designated skip.

### **Stall Holder Park and Ride**

Due to traffic congestion and limited parking in Knaresborough Town Centre, a Park and Ride system is provided. KCM cannot be held responsible for any parking fines should you choose to park elsewhere.

PLEASE NOTE: No vehicles will be allowed into the market area before 5.15pm on Sunday for safety reasons. Additional road closures will be in place before and during the firework display.

### **Charities and Discounts**

Applications from local Charities that fulfil the event criteria are welcome.

Members of Knaresborough Chamber of Trade are offered 25% discount of the standard full price of a stall, but we ask you to please comply with the application procedure, informing us of your shops location, membership of Chamber and/or charitable status and we will contact you directly.

### **Further Information and Contact**

If you have any further information or any queries please do not hesitate to contact: -  
Hazel Haas  
Tel 01937 339306, email [info@knaresboroughchristmasmarket.co.uk](mailto:info@knaresboroughchristmasmarket.co.uk)