

FISHERTON MILL

Christmas Makers Market 2020 - STALL APPLICATION

Please refer to the **guidelines** for applications and use **BLOCK CAPITALS** to complete this form

Venue Address:

Fisherton Mill Courtyard, 108 Fisherton Street, Salisbury, SP2 7QY

Market Details

Fisherton Mill will be hosting a number of small but perfectly formed outdoor Christmas markets under a covered decorated pergola in the courtyard during Nov/Dec 2020.

Each pergola section is: 2.25mW x 2.40m D (**tables are not provided by the venue**)

Cost per pitch per day is: £45 (there are 7 pitches available for each Market Day)

Applicant's Contact Details

Registered Business Name:

Contact Name:

Address:

.....

.....**Postcode:**

Telephone Number:**Mobile Number:**

Email:

Website:

Facebook & Twitter:

Instagram:

Market Dates:

Please tick which date/s you wish to attend (**please note we may not be able to accommodate all chosen dates**).

Sat 28 November Sat 5 December Sat 12 December

Thurs 17 December Fri 18 December Sat 19 December Mon 21 December

Description of your Stall:

Please provide a short description of the range of your products and an indication of prices.

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.....

Power Supply:

If you wish to have power, what equipment do you require a power supply for?

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Documents Required

We require the following documents along with your application.

(Please tick once enclosed with the application)

Photos of products and any previous stalls

Copy of public liability insurance certificate
(Please ensure this includes: Name of your Insurer, Policy Number, Limit of Indemnity and Policy Expiry Date)

Copy of your own risk assessment or completed supplied risk assessment

Please tick to confirm that you have read and understood the Terms and Conditions

Submitting Application:

Forms must be returned to:

Courtyard Makers Market
Fisherton Mill
108 Fisherton Street
Salisbury, SP2 7QY

Or email: admin@fishertonmill.co.uk

Fisherton Mill will notify you to confirm that your application had been received. Submission of an application does not guarantee a place at the market. Applications will be reviewed to ensure suitability and a good range of products.

Closing date for applications is Friday 23 October

Please either return your own risk assessment or complete our template below.

Risk Assessment Form Part 1

A stall is a workplace covered by health and safety legislation. As the stall holder it is your responsibility to ensure that a suitable and sufficient risk assessment is completed.

Does your stall include any of the following? If so please complete the risk assessment Part 2

Responsibilities	Yes	No
Lifting heavy products during the build-up/breakdown		
Working at height (using ladders)		
Display of anything containing liquid fuel or flammable substances		
Display of sharp objects		
Demonstrations of any kind		
Working machinery of any kind even if static		
Using power tools during the build-up/breakdown		
Any potential fire hazards		
Any other hazard not identified above which could be a risk		

Please note that is not an exhaustive list. You are responsible for identifying any aspect of your stall which could present a hazard. If you have answered YES to any of the above, please complete the risk assessment part 2.

Risk Assessment Form Part 2

Risk	Who could be harmed?	Control measures in place

Signature..... **Date**

Guidelines

PLEASE READ THESE GUIDELINES CAREFULLY AND FOLLOW THE STEPS BELOW TO COMPLETE YOUR APPLICATION.

Step 1: Visit Fisherton Mill so that you can get a good understanding of the available space and what we already offer, and are looking for.

Step 2: Complete an Application Form and risk assessment. Please ensure that you give as much information as possible, referencing the criteria outlined below.

Step 3. Once you have submitted your form, it will be assessed. You will not need to contact us again as we email all applicants, whether successful or otherwise, to notify them of the outcome of their application.

Step 4. If you have been successful we will then notify you by **Friday 30 October** which upcoming dates we can offer you, or whether you are on the waiting list.

Invoices for your pitch, and information about your pitch location, parking and set-up time will be sent to you after allocation of your pitch.

Please note that....

Submitting this form does not automatically guarantee you a place at the market. We receive more applications for each market than we have pitches available and are therefore not able to offer pitches to every stall holder who meets our criteria.

We encourage you to give as much information in your application as possible, in order to help us make our selection. Images of previous market stalls / exhibitions along with images of your current stock would be helpful.

Criteria:

We are looking for stall holders who:

Are knowledgeable & passionate about their work

Are skilful craftspeople

Deliver an interesting and eye-catching display

Offer products which are hand made in the UK

Offer products which are hand made elsewhere but which are ethnically sourced

Consider their environmental impact

Stall Holder Terms and Conditions

APPLICATIONS

Submitting an application and meeting our criteria does not guarantee you a pitch. We allocate pitches according to how closely applications meet our criteria and we look to create a vibrant mix of trades and products across each market. We will notify you by email if you are successful in securing a pitch. **Please submit completed applications by Friday 23 October.**

PAYMENT

Please do not send payment with your completed application. Payment will be required once your pitch has been confirmed. An invoice will be sent to you to request payment. Payment must be made by the due date on the invoice. Payment in full must be made by BACS using an online banking facility. Our account details will be on the invoice. We do not accept payment by cash, cheque or PayPal. **Failure to pay by the deadline will result in your space being re-allocated.**

MARKETING AND PUBLICITY

We will require a paragraph describing your stall and high-res images of your work for marketing and publicity purposes. Fisherton Mill will be advertising the Markets by:

- Social Media posts and paid advertisements
- Newsletter articles to the Mill's mailing list of 2000+
- Fisherton Mill press releases and adverts highlighting the Markets
- Posters and other publicity materials

Please send your paragraph and images as soon as possible after confirmation of pitch and **no later than Friday 6 November**

We will provide a list of stall holders in advance of each market day to create better marketing cohesion and we would ask all stall holders to like and share Fisherton Mill and other Maker's posts as well as creating their own posts and publicity material.

SET-UP AND BREAK-DOWN

Stalls must be fully erected and ready **at least 30 minutes before Fisherton Mill opens** and may not be broken down until the closing time the same day. All equipment must be contained within the space allocated. All stalls should be maintained in a good state of repair and condition to the satisfaction of the organisers.

Stall Holders may bring vehicles on site at the organisers' discretion, to unload and load **ONLY**. There will be no waiting allowed during set-up and take-down as space is very limited. We advise that you park in a nearby car park, however parking permits are not included. If you are not familiar with nearby parking facilities please ask the organisers.

Organisers will advise on individual unloading times to avoid congestion in the courtyard.

ELECTRICITY

No generators or engines will be permitted but stall holders will be able to bring battery powered displays and equipment.

All Traders using the Mill's power supply need to ensure that all portable appliances have been Portable Appliance Test (PAT) within the last year, and can provide evidence of such. **Please indicate on the application form if you need access to power.**

SECURITY

Stall holders are responsible for the insurance and safekeeping of all equipment or articles brought onto the site and no responsibility is accepted by The Organisers.

SUBLETTING

Stall holders are not permitted to sublet, sub-contract nor share any part of their allocated site.

HEALTH AND SAFETY

Fisherton Mill regard with the utmost importance the Health and Safety of employees, our customers and the public who attend the Market. The Mill will do everything reasonably practical to prevent injury to individuals and to protect employees and property in general. Stall Holders must take responsibility for health and safety and abide by the appropriate regulations and codes of practice.

COVID 19 CHECKLIST

Please refer to the enclosed COVID 19 Checklist. This form will need to be completed and signed by the stall holder and handed to Fisherton Mill staff **on the day** of the Market(s).

NOISE

Amplified music and PA systems are not permitted.

CONDUCT OF STALL HOLDERS

A stall holder must conduct themselves in a manner befitting a Market managed by Fisherton Mill and in accordance with these terms and conditions. Any use of offensive language or any act which may cause offence to other stall holders, member of the public or Fisherton Mill staff is strictly forbidden. Such behaviour will result in you being asked to leave the Market.

STALL HOLDERS WASTE

Stall Holders must provide litter bins and are responsible for removing ALL waste that their activities generate. This includes all packaging, unsold stock, boxes etc.

CANCELLATIONS

CANCELLATION BY FISHERTON MILL:

The Fisherton Mill Courtyard Makers Market is an outdoor market and is therefore vulnerable to forecasted severe weather and other incidences of Force Majeure which may render it unsafe to operate the event. In the case of Market being cancelled stall holders will be notified BY EMAIL at the email address provided by 5pm on the day before the market day. Stall Holders are required to check emails regularly for updates.

Cancellation will only take place under conditions as described above. We will NOT cancel an event due to normal winter weather conditions.

Fisherton Mill is not liable for any costs incurred by stall holders due to a cancellation - stall holders should organise their own insurance policy to cover this.

There will be a full refund of your pitch fee in the event of Fisherton Mill cancelling a market due to weather or other Force Majeure.

COVID 19

Fisherton Mill will closely monitor and adhere to relevant Government Guidelines to prevent the spread of Coronavirus. The markets will not proceed if Government Guidelines at the time clearly require closure. Stall Holders will receive a full refund of their pitch fee if the markets cannot go ahead for this reason.

CANCELLATION BY STALL HOLDER:

If you are unable to attend the Market, you must let the Mill know at least 48 hours before the event by email at admin@fishertonmill.co.uk

Assessing applications, allocating pitches, invoicing and planning incurs considerable administration costs that must be met even if a stall holder cancels their pitch for any reason. Once invoices are issued your pitch is confirmed and any cancellations or no-shows will be charged full pitch fee.

STALL HOLDER INSURANCE

Stall Holders are liable for any damage, injury or other incident caused by stock or equipment on their stall.

Stall Holders must have and carry with them Third Party Public, and if relevant, Product and Employers Liability insurance while trading at the market. Public Liability should be no less than £5 million. Without this, you will not be permitted to open.

Stall Holders agree to indemnify Fisherton Mill from and against any and all damages, claims, losses, demands, costs, expenses (including professional fees and costs) suffered or incurred directly or indirectly.

DATA PROTECTION

The data we will gather and hold will be managed in accordance with the Data Protection Act (1998). Fisherton Mill will not disclose or share personal information supplied by you with any third party organisation without your consent.

Failure to adhere to the Terms and Conditions listed above will result in an allocated pitch being withdrawn and no future pitches will be offered to the stall holder.

We reserve the right to amend these Terms and Conditions at any time. We will inform stall holders if we do so but it is also the stall holders responsibility to regularly check for updates.

Christmas Makers Markets Stall Holders COVID 19 Checklist

PLEASE COMPLETE AND BRING WITH YOU ON THE DAY

This check sheet is to help stall holders ensure that there is a safe working environment for them, their staff and their customers whilst COVID 19 restrictions are in place.

Below are some guidelines for stall holders to consider/implement, please circle the appropriate answer:

1	Have you or a member of the stall displayed symptoms in the last week /or come into contact with someone displaying symptoms? If yes please follow recent Government COVID 19 advice and do not attend the market	Yes / No
2	Does your stall enable 1m plus social distancing between all customers and customers and staff?	Yes / No
3	Do you and your staff have access to appropriate PPE	Yes / No
4	Do you have procedures in place to ensure a high standard of cleanliness at all times?	Yes / No
5	Do you have hand sanitiser available for all staff?	Yes / No
7	Do you have procedures in place to insure staff adhere to social distancing at all times (between themselves and customers)	Yes / No
8	Will you implement and encourage social distancing with customers whilst at the stall?	Yes / No

Please note this check sheet is constantly under review in line with government guidelines.

Please ensure all your staff have read and agree to all of the above points

SIGNED:

TRADING NAME:

DATE:

PLEASE COMPLETE AND BRING WITH YOU ON THE DAY