

Margate Made

Christmas 2018 Market Event

Provisional Title - Community Christmas Fayre

Stall Holders Application Form

DATE: Saturday 24th November 2018

OPENING TIMES: 11am to 4pm

VENUE: Margate Adult Education Centre, 1 - 3 Hawley Square, Margate, Kent, CT9 1PF

We want to ensure as many local makers as possible can have a stall on the day, and will include people new to selling, providing support where needed. We have had LOTS of interest in the Christmas event after the very successful day we held with KAE in July, and we may not be able to include everyone who applies. Please return your application form to us promptly now, and by 14th October at the VERY LATEST. You must also send in to us up to five images of your work (phone photos are fine). We will prioritise on high quality artisan and hand-made products. We will confirm bookings by 21st October, sooner if we receive before the closing date sufficient suitable applications to full the venue.

Once you have had a booking confirmation from us, you will have two weeks (ie until 4th November) to pay your Stall Fee (by bank transfer, paypal, cheque or cash) and to send us your public liability insurance/food hygiene certificate(s). If these are not received on time, your place will have to be withdrawn and will be automatically offered to makers on our waiting list. We feel this is fair as we are not able to send repeated reminders to confirmed applicants, and want to give everyone a fair chance to sell well at the market; those on waiting lists would need time to prepare. We will send you info on how to pay in your booking confirmation.

Stall Fees: £20 (non-refundable) for 6ft table, or
 £15 (non-refundable) if you provide your own table (6ft maximum)

We will provide chairs

Please print out and fill in both pages of this form, and return it to us using one of following methods (with the images): Scan or photograph it and email to margatemade@gmail.com, or post to us c/o 27 Westcliff Road, Margate, Kent, CT9 5DN (you might want to make a photocopy for your own records) . Do NOT send payment or certificates at this stage please. If you are unable to print or fill out the form, you can send us all the required information typed out in an email.

Name: _____

Business name: _____

Address: _____

Email _____

Telephone _____

Website link (if you have one for your business) _____

Social Media links (if you have them for your makes) _____

1. Can we use your images in our promotional activities? State Yes or No here: _____

2. Do you agree to help promote the event by sharing on Social Media and putting posters up?

(We will supply the graphics) - State Yes or No here: _____

3. What are you planning to sell? _____

4. How have you sold or exhibited your work before? (If you have) _____

5. Do you have up-to-date Public Liability Insurance? State Yes or No here: _____

If No, would you like to use a one day extension of our insurance (cost to you is £10) (Tick here) _____

6. If you are applying to sell food -

Do you have an appropriate Food Hygiene Certificate? State Yes or No here: _____

7. Are you interested in running a 45 minute creative and/or family-friendly activity/workshop on the day of the market?

State Yes or No here: _____

If Yes, please outline below what the activity/workshop would be, please include info on age suitability, and what kind of space, resources and help you will need. We will contact you to discuss in more detail, and if you've not done this sort of thing before, don't worry, we will support you! We cant pay, but we may be able to cover any expenses so that you are not out of pocket. We like to encourage these activities because they help to promote our makers individually and collectively, Margate Made too, within our community locally, and they encourage people to attend and to support the makers selling at the event.

Thank you!