



Dear Stallholder,

**Hestercombe Christmas Market – 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup> November 2024**

Thank you for expressing an interest in being part of our Christmas Market – please find the application form enclosed.

The market is held in a large heated marquee, our Bampfylde Hall and Hestercombe House. All areas of the market will open from 9am to 5pm on the **15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup> November.**

We select our stallholders carefully to ensure there is a diverse range of high quality, locally-produced items for sale. Consequently, we rarely select stallholders who are franchisees or who sell predominantly imported items.

If you'd like to be considered for a stall at the 2024 Christmas Market, please read the attached information carefully and return the application form **by Friday 2<sup>nd</sup> February.**

It's really important that you include a copy of your certificate of public liability insurance – your application won't be considered without it.

We look forward to receiving your application. If you have any questions, please don't hesitate to get in touch.

Kind regards,

Hestercombe Events Team



**HESTERCOMBE**

where creative ideas grow

## Hestercombe Christmas Market 2024

**Friday 15<sup>th</sup>, Saturday 16<sup>th</sup> & Sunday 17<sup>th</sup> November, 9am – 5pm**

### Stallholder Application Form

Stallholder Name	
Name of Business	
Address	
Postcode	
Email	
Telephone no.	
Website	
Social media pages	

TYPE OF PITCH* <i>(All pitches are 6ft x 6ft square with the exception of those in the Bampfylde Hall which are 7ft wide x 5ft deep)</i>	ELECTRICITY AVAILABLE	PITCH FEE*	PLEASE WRITE 1, 2, 3 & 4 IN ORDER OF PREFERENCE
Centre of marquee	No	£270	
Side wall of marquee (with electricity)	Yes	£280	
Bampfylde Hall (with electricity)	Yes	£290	
Hestercombe House	No	£280	
Hestercombe House (with electricity)	Yes	£290	

***Please note: The pricing may increase slightly due to rising costs and inflation (marquee hire, staffing costs etc.), but we will let you know before you confirm you would like to take up a stall.***

**Description of your products**

Please provide as much information as possible about your business and its products. Photographs are really useful. An image of a stall that you have held at any other event previously would be desirable. Please be very specific about the types of products you will be selling particularly if your stall has a variety of different items. Please complete this section even if you have had a stall previously at this event. If this section is not suitably completed, we will not be able to process your application further.

## Booking Conditions and Information

- Each stall is provided with a 6' x 2' 6" trestle table.
- The market takes place from 9am to 5pm on Friday 15<sup>th</sup>, Saturday 16<sup>th</sup> & Sunday 17<sup>th</sup> November. Stalls must remain open between these times.
- Our aim is to have a good variety of high quality and locally-produced items on sale. For this reason, **returning this application form does not guarantee you a pitch.** You will be notified of the outcome of your application by email as soon as possible after the closing date.
- If your application for a stall is successful, you will have **10 days from when we notify you to pay the pitch fee.** Details of how to make payment will be included in the notification email. Once paid, this fee is non-refundable. If you haven't paid after 10 days, your stall will be re-allocated to another stallholder.
- Stallholders are required to provide their own public liability insurance. There are no exceptions to this. You must include a copy of your insurance certificate with your application form.
- Electricity is available to stalls at the side of the marquee and in the Bampfylde Hall and parts of Hestercombe House.
- All electrical equipment you bring with you must have been PAT tested within the last 12 months. **Please send proof of this with your application.**
- If you have access to an electric point at the market, you will need to bring your own extension lead.
- All products to be sold must be declared on your application form, failure to do so may result in you being asked to remove these items from sale.
- Stallholders are not to sell products that are in direct competition with Hestercombe sales (e.g. takeaway food and drink items).
- Hestercombe cannot accept any responsibility for your products when on-site. If you wish to leave your products on-site overnight, this is entirely at your own risk. For obvious reasons, we are unable to secure or alarm the marquee.

## Application checklist

- Completed application form
- Public liability insurance certificate
- PAT test certificate (if applicable)

**Please return this application form along with the required documentation via email to [events@hestercombe.com](mailto:events@hestercombe.com).**

If you have any questions, please call 01823 413923.