



Stowmarket Town Council Christmas Events 2018

Stowmarket Town Council are co-ordinating two events this Christmas in partnership with a wide variety of other organisations within Stowmarket.

The Stowmarket Christmas Lights Switch-On is the highlight of the year for many of the residents of Stowmarket and has a long tradition of being one of the busiest events in the calendar with a bustling market, live entertainment and events happening across the town centre. This year the event will take place on Friday 23rd November 2018.



The SnowFiesta Christmas Market will take place on Saturday 15th December 2018 and attracts lots of interest from traders and locals alike due to the success of previous years event which have seen the busiest market days we have ever hosted. This years attractions will include a free ice rink which proved incredibly popular last year.

If you sell Christmas decorations, merchandise, food or gifts both these events provide an excellent platform to you in terms of trade, publicity and the opportunity to enter into the Christmas festivities of this busy market town.

To apply for one of the limited pitches at either of these events then please fill in the attached booking form and return it, with payment to:

Stephaniee@stowmarket.org or post it to Stephanie Edmans, Stowmarket Town Council, Milton House, Milton Road, Stowmarket, IP14 1EZ.

If you have any queries please get in touch via the email above or call 01449 612060.

Terms and Conditions

Arrival and Departure

	Arrival	Departure
Lights Switch On	From 13.30	By 21.00
SnowFiesta	07.30	By 18.00

Vehicles

Vehicles are permitted to enter the site for loading and unloading only. They must be removed prior to the event starting.

Power

Please note power is very limited and will be allocated on a first come basis. A cost of £4.10 will be charged for electricity. If you require power please clearly state your power requirements and what it will be used for.

We cannot guarantee that all requests for power will be met.

If you wish to use a generator it must be a diesel generator and full certification needs to be provided. You will also need to have your own fire extinguisher.

Insurance

Public Liability Insurance is necessary for every stall, with a minimum liability of £5m. A copy of your certificate will be required prior to the event.

Goods For Sale

Traders are only allowed to sell goods as stated on their application form and any changes or additions must be approved prior to the event. Sale of the following goods is prohibited: live animals or birds, fireworks, firearms, replica or decommissioned firearms; combat knives, counterfeit goods or any other items deemed by the organisers as likely to cause offence or danger to the public.

Housekeeping

Stallholders are required to keep their stalls smart and presentable at all times. All debris must be bagged and left in the area provided at the end of the event.

Stall Holder Behaviour

Stallholders and their staff are expected to conduct themselves in a manner that does not bring any adverse publicity to the market, fellow traders or the Stowmarket Town Council. The following behaviour will not be tolerated: swearing or arguing; fighting; consumption of drugs or alcohol.

Traders are expected to present a positive image at the market and to treat customers, fellow trader and other with courtesy at all items. Failure to comply will result in the immediate termination, without notice or compensation, of the contract to occupy the market area.

Security

Security staff are employed for the events however, no liability for loss or damage to property or goods is accepted by the organisers with the stall holder being responsible at all times for this, it is recommended that suitable insurance is obtained for stock and equipment.

Safety And Compliance

The organisers will be on site during the event; including set-up and clear-up and will be responsible for the safety of the site and management of the event. If any health and safety issues are identified they must be rectified immediately. Failure to respond to reasonable requests from the organiser or their representative will result in your space being forfeited without refund of fees.

Stowmarket Christmas Events 2018

Event Attending: (please tick)

Lights Switch-On Friday 23 rd November 2018	<input type="checkbox"/>	'Snow Fiesta' Christmas Market Saturday 15 th December 2018	<input type="checkbox"/>
--	--------------------------	--	--------------------------

Contact Name:	
Company/Trading Name	
Address	
Mobile Number	
Email	
Frontage Required	
Dimensions of stall	
Full Description of goods sold	
Power Requested	Yes / No
Amount of Power	
What is power need for?	
Public Liability Insurance Certificate Enclosed	
Food-Hygiene Certificate Enclosed (if required)	
Gas Safety Certificate (if applicable)	

Fees Payable	
Lights Switch On and 'Snow Fiesta' Christmas Market	£1.00 per foot (minimum of 10 foot)
Power	£4.10

Please enclose payment with your returned form. Cheques should be made payable to Stowmarket Town Council.

If you would like to pay via BACS please contact us for our details.

