



Exmouth Christmas Fayre 2019 The Strand, Exmouth, Friday 6th December, 3-8pm

Stallholder Notes and Application Form

Thank you for your interest in applying for a stall at Exmouth Christmas Fayre 2019, which will be held in the Strand on Friday 6 December, 3-8pm. This document sets out the event booking process and application form. Please note that the deadline for receipt of completed applications, including all additional required documentation, is **Thursday 24 October 2019**. We will not accept applications after this date.

Event Information

Exmouth Christmas Fayre is organised by Exmouth Town Council, with the aim of creating a festive family-oriented event in the run up to Christmas. We are looking for traders who will sell traditional festive gifts, local produce and hand-crafted wares to inspire visitors and residents alike to 'shop local' and support the wealth of small businesses and producers from Exmouth and the surrounding area.

We aim to present a good balance of stalls at the event, including homemade, handcrafted, locally produced, bought-in goods, and charity/community groups. We operate a fair-trading policy at our events and may, at the Council's discretion, need to limit the number of each type of stall that is able to attend.

Terms and Conditions

Please take the time to read these terms and conditions for trading at Exmouth Christmas Fayre 2019. By submitting your application to trade you acknowledge that you will abide by the terms and conditions as stated.

Stalls

- All stall pitches are assumed to be 3m x 3m in size unless otherwise requested and are priced on this assumption (at a cost of **£25** per pitch). If you require a larger pitch than this, please indicate your requirements on the application form and we will try to accommodate your request.
- We are planning to provide 2 large marquees to provide an all-weather, indoor environment for the bulk of the stalls, at an additional cost of **£15** per pitch (ie **£40** in total). Marquee pitches will be allocated on a first come, first served basis. If you would like to hire a marquee pitch, please indicate this on the application form and we will try to accommodate your request.
- Traders can provide their own outdoor gazebo at no additional cost. These gazebos/stalls will be set up outside the marquees.
- All traders should bring their own set-up equipment (tables and chairs etc). Please note that a very small number of tables are available for use on a first come, first

served basis – please indicate on the application form if you would like to have a table provided.

- Good conduct, appropriate behaviour and common courtesy are expected from all event participants and non-compliance may result in removal from the site. Please respect those around you.
- Stallholders must keep their stall/pitch clean and tidy and take their litter away with them at the end of the event. There will be no commercial waste facilities.
- Gazebos must be fit for purpose and will need to be adequately secured or weighted (5L water containers filled with sand or water are a cheap alternative to weights). The Strand can get very windy and a flimsy pop-up tent is likely to sustain damage and cause a risk to the public. If your structure looks unsafe or unsuitable you will be asked to cease operations and pack up.
- Power generators can be used on site with prior permission but please make sure these are small, non-smoky and quiet. Please indicate on the application form attached if you would like to use a generator and what type. **Note that the refuelling of generators at the Fayre is prohibited.**
- Given the size of the venue and safety issues we are not be able to accommodate large vehicles or trailers.
- All stallholders must take full responsibility for the safety of their stalls and must have adequate public liability insurance.

Stall Applications

- Applications for trading stalls are open until **Thursday 24 October 2019**. Only applications within this period will be accepted and we will aim to allocate all the stalls by Friday 8th November 2019 at the latest.
- All applications must include the following completed documentation: Application Form, Public Liability Insurance certificate, Risk Assessment. Stalls using a gas appliance must also include a Gas Safety certificate. Food stalls must also include a Food Hygiene Rating Certificate.
- Stall prices (per 3m x 3m pitch) are as follows:

Outside stall with own gazebo (not hot food)	£25
Inside stall within covered marquee (not hot food)	£40
Outside hot food stall with own gazebo/shelter	£50

- Stall pitches must be paid for by Friday 22 November 2019. Invoices will be sent once the booking is confirmed.

Allocation of Pitches

Demand for stall space is likely to be high so it may not be possible to accommodate all applications. Once applications have been received, they will be categorised by type and assessed fairly by the Town Council. The Council's aim is to create an event which complements the fixed business offer in The Strand, provides diversity of consumer choice, and is in keeping with a Christmas Fayre. Bric-a-brac stalls will not be permitted. **There is a very limited need for food and drink stalls**; preference will be given to food stalls providing traditional Christmas fare which does not compete with the fixed businesses in The Strand. Pitches will therefore be allocated by the Town Council based on product type, space and power requirements.

You will be notified of the status of your application by email by close of play on Friday 8th November 2018 at the latest. If you are not allocated a space, you will be notified by email and placed on a waiting list. As places become available, you will be contacted by email.

Street Trading Consent

Exmouth Town Council will be applying to East Devon District Council for block consent. In order to comply with East Devon District Council's Street Trading legislation, all applicants must provide a copy of their Public Liability Insurance certificate and a Risk Assessment along with the completed application form. For applicants using a gas appliance or selling edible goods, you must also provide a current Gas Safety certificate and evidence of your Food Hygiene rating with your completed application form.

An eco-friendly Fayre

We are aiming for an eco-friendly event and ask that stallholders who are selling edible goods use only paper containers and wooden implements at the Christmas Fayre – no plastic please!

Setting up and closing down at the event

The Fayre opens at 3.00pm and closes at 8.00pm. A pitch plan will be made available in the week prior to the event and pitch location is not negotiable. Stallholders will also be sent instructions for loading and unloading. Timed slots may be provided to avoid congestion in the area and stallholders are requested to unload, park off site and then return to set up the stall. **Please note that stallholders will not be allowed on site until after 1.00pm at the earliest.**

Utilities

Stalls will be lit internally by overhead lighting and externally with fairy lighting around the gazebo entrance. Stallholders are welcome to bring additional battery or solar-powered lights. There will be no electricity power points available, unless by prior arrangement with the Town Council, which will incur an additional charge of £20. Water is not available.

Food Safety

All stallholders wishing to sell edible goods must comply with the food safety guidelines provided by East Devon District Council and must take full responsibility for the safety of their stalls. Evidence of a current Food Hygiene Rating Scheme score of at least 3 is a contingent requirement of East Devon District Council's Street Trading Licence.

Gas Appliances

We are asked each year about safety guidance for gas appliances. We do permit the use of gas appliances, but it is essential that you notify us of their use in the space provided on the application form.

Offsite Parking

During the event vehicles should be parked off site. For information about local street parking and car parks, please visit <http://eastdevon.gov.uk/parking/car-park-locations-and-information/> . Information about the nearest pay and display car parks will be provided to successful stall applicants.

The Council's decision on all matters is final but we hope that by working together we can create an enjoyable event experience for all and a profitable and successful trading opportunity for our stallholders.

If you have any further questions about stalls then please contact festival@exmouth.gov.uk.

Exmouth Christmas Fayre 2019 Stall Application Form

Please complete the following in full, attach any relevant documents and send to Exmouth Town Council, Exmouth Town Hall, St Andrew's Road, Exmouth, EX8 1AW or email festival@exmouth.gov.uk by 5pm Thursday 24 October 2019

Contact Name/Name of Business Owner	
Trading Name/Name of Business	
Correspondence address including postcode	
Preferred telephone contact number	
Email address	
Website/Social media address	
Full and accurate description of produce or goods to be sold or activity to be undertaken	
Are you applying for an outside stall with your own gazebo (not hot food) (cost £25)?	
Are you applying for an inside stall within covered marquee (not hot food) (cost £40)?	
Are you applying for an outside hot food stall with own gazebo (cost £50)?	
Do you intend to bring a generator? What type?	
Do you intend to bring a gas appliance? Type?	
Do you need electricity (cost £20)?	
Any other special requirements?	

APPLICATION CHECKLIST Have you completed/attached/sent...	Yes / No / N/A
All sections of the above application form?	
A copy of your Public Liability Insurance certificate? This must be in date for the duration of the event.	
A copy of your Risk Assessment (including fire risk, if applicable)?	
A copy of your Gas Safety certificate for your appliance, if applicable?	
A copy of your Food Hygiene Rating Certificate, if applicable?	
Please sign below to confirm you have read, understood and accept the Terms and Conditions of participating in this event. If returning by email, please print your name below.	Date