



Application Form

Malton Monthly Food Market (organised by Malton CIC – a not-for-profit organisation)
Before completing this form please read the Trading Terms and Conditions carefully

Trader's Name			
Trader's Company / Organisation Name			
Address			
Telephone and Email		Work:	Mobile:
		Email:	Website:
Food category (please circle most appropriate option(s))			
Bakery products Dairy products and eggs Fruit Vegetables	Meat and meat products Fish and fish products Preserves Honey products	Confectionery Plants and herbs Drinks Other (<i>specify</i>) _____	
Description of stand and product(s) to be sold (<i>please be specific as you will only be able to sell what is stated on this form</i>)			
Dates you would like to be at the Monthly Market for 2016 (Opening hours 9am – 3pm)			
<input type="checkbox"/> Sat 12 th March <input type="checkbox"/> Sat 9 th April (outside only) <input type="checkbox"/> Sat 11 th June <input type="checkbox"/> Sat 9 th July <input type="checkbox"/> Sat 13 th August Sat 10th September Game and Seafood Fest – separate application form available <input type="checkbox"/> Sat 8 th October <input type="checkbox"/> Sat 12 th November <input type="checkbox"/> Sat 10th December*			
Are you selling hot food? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Method of Cooking (Tick one box)			
<input type="checkbox"/> Bottled Gas/LPG <input type="checkbox"/> Microwave <input type="checkbox"/> Charcoal <input type="checkbox"/> Electric hob <input type="checkbox"/> Other (<i>please specify</i>): _____			
Stalls – Locations and Prices			
Depending on the number of traders we have each time, we expect to have stands both inside and outside. (Hot food traders are always outside). Each market is planned differently depending on the traders who are attending – it is <u>not</u> the norm to have a stall in one particular position each month. The March and April markets will only have outside stalls.			
What is your preference? <input type="checkbox"/> Inside stall at £40.00 (we have to hire the hall) <input type="checkbox"/> Outside stall at £35.00 <input type="checkbox"/> **Street food, outside stall at £55.00			
If you have your own 3m stall/stand and simply require a pitch outside: <input type="checkbox"/> Outside pitch with own stall at £30.00 <input type="checkbox"/> **Street food, outside pitch with own stall at £50.00			
Do you require a second pitch/stall if one can be made available? (Prices as above, pitches/stalls will be adjoined): <input type="checkbox"/> Yes <input type="checkbox"/> No			
* December Price. There will be a premium of £20 per standard stall and £30 per street food stall to stand at the December Malton Monthly Food Market.			
** Street Food is defined as any item designed for consumption on site at the time of purchase, e.g. ice cream, beverages by the glass, burgers, etc			



Do you require electrical power? Yes No

Power points can be ordered @ £10 for each month. **NO GENERATORS WILL BE ALLOWED ON SITE**

The maximum loading is **3KW per power point**. Equipment exceeding this load will be unsuitable. Please state below the equipment you will use, e.g. fridge, microwave etc.

I require _____ (no. of power points each time) @ **£10 per power point**

Equipment to be used (*please specify*).....

Wattage/Power loading (*please specify*)

To apply

Please complete and sign this form and return it with all supporting documentation. If you do not provide all required information your application may not be accepted.

I enclose (*please tick*)

- Photocopy of insurance cover
- Photograph of stall
- Food hygiene certificates (*where applicable*)
- Safety certificates for any equipment (*where applicable*)

Signed: _____

Print Name: _____

Position: _____

Date: _____

Please return the application form plus supporting documentation to the Organisers:

Malton Community Interest Company, c/o 88 Old Maltongate, Malton, YO17 7EG

Tel: 01653 692849 Email: enquiries@welovemalton.co.uk

What happens next?

- Your application will be assessed and we will respond to you as soon as possible. Priority will be given to Traders based in Yorkshire.
- If your application is accepted, you will be invoiced monthly, prior to each market. Traders can arrange to pay quarterly in advance if preferred.
- Payment is due upon receipt of invoice
- Preferred method of payment is by bank transfer to:
Account Name: Malton Amenity CIC, Sort Code: 20-67-37, Account No: 93623505
- **Traders who have not pre-paid will not be permitted to stand. Any trader choosing not to stand at a certain market having been accepted for that market will still be liable for the cost of the stall unless AT LEAST ten days' notice is given.**

Malton Monthly Food Market 2015 – Trading Terms and Conditions

General

- 1.1 Stalls/pitches are non-transferable.
- 1.2 The locations of stalls/pitches are decided on a month-to-month basis. At no time does acceptance of a Trader's application bestow any rights or expectation that a stall will be in a particular position.
- 1.3 The Market Organiser's decisions are final with regard to each market's formation and layout.
- 1.4 Stalls are invoiced in advance of the markets and payment is due upon receipt of invoice. **Traders turning up on the day who have not prepaid will not be permitted to stand at the market.**
- 1.5 Traders who cancel within 10 days of the market and no-shows will be liable for the full cost of the stall.
- 1.6 The event is officially open for trading between: 9am to 3pm each day. Traders are required to stay for the full duration of the event and may only begin packing up after closing time on each day.
- 1.7 Traders selling illegal, counterfeit or inappropriate goods will be asked to leave the market.
- 1.8 Smoking is prohibited on site.
- 1.9 Refunds will not be given if the market is cancelled for reasons beyond the Organisers' control.
- 1.10 Traders who do not turn up to an event they have booked are not entitled to refunds and may jeopardise their applications to trade at future events, including the annual Malton Food Lovers Festival.
- 1.11 The Organisers reserve the right to cancel this agreement at any time by giving notice in writing to a Trader who fails to turn up more than once. While it is recognised that occasional emergencies occur which prevent Traders from attending a market, the Organisers have still incurred administration, marketing, venue hire and stall hire costs.
- 1.12 The Organisers reserve the right to cancel the Monthly Food Markets at short notice.
- 1.13 Traders must provide skirts for their stalls and stalls must be kept tidy at all times.
- 1.14 **All Traders' rubbish and recycling must be taken with them at the end of the event. Failure to do so will put in jeopardy your acceptance to trade at future events.**
- 1.15 Traders must only sell what is stated on their application form.
- 1.16 NO GENERATORS are allowed.
- 1.17 Access for unloading will be provided from 7.30am. Traders must move vehicles off the site as quickly as possible. All vehicles **MUST** be off-site by **8.30am**. The Organisers will provide Traders with information about off-site parking.
- 1.18 Traders must have arrived on site by 8.30am and be set up and ready to trade at 9.00am. Traders who arrive after 8.30am will not be allowed to trade and their stall will be dismantled. There will be no refund of the stall fee.

Public Liability Insurance

- 2.1 Traders are responsible for the insurance of their own property and must have current Public Liability Insurance to the value of £2 million at the time of the event.
- 2.2 Traders must submit photocopies of their insurance cover with the application form and have originals with them for inspection at the time of each event.
- 2.3 Traders or agents shall not hold the Organisers and/or Malton Amenity CIC responsible for any loss, damage, theft or destruction of any exhibit, goods, property or equipment.

Health and Safety

- 3.1 All stalls must meet Health & Safety Standards in line with the Health & Safety at Work Act 1974.
- 3.2 Stalls may be inspected by Environmental Health, Trading Standards Officers or any other professional body.
- 3.3 Traders who use powered appliances must supply the relevant safety certificates as well as fire extinguishers and adequate barriers around the powered equipment. **Traders are also required to bring the appropriate extension cables and connections. Please check in advance if unsure.**
- 3.4 Traders selling food must provide food hygiene and safety certificates in advance of the event, as well as make them available for inspection on the day.
- 3.5 Stallholders using gas cylinders are expected to provide suitable storage facilities. All cylinders must be installed prior to the opening of the event and must not be transported during the event.
- 3.6 All electrical equipment must be PAT tested with a current sticker/certificate with the equipment.

The Malton Monthly Food Market is organised by the **Malton Amenity CIC**, a community interest company. Its principal sponsors are **Fitzwilliam Malton Estate** and the **Earl Fitzwilliam Charitable Trust**.

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