



NEWARK Christmas Light Switch On 2025
Sunday 30th November
at
NEWARK MARKET PLACE

BOOKING FORM FOR A STALL OR PITCH

To make your booking for stall/stand space, please complete this form and return to:

Markets Office Town Hall, Market Place, Newark, Notts NG24 1EQ

Tel: (01636) 680333 Email: anna.lawson@newark.gov.uk

COMPANY INFORMATION

Company Name _____

Contact Name _____

Address _____

_____ Postcode _____

Telephone _____ Mobile _____ Email _____

(please include your area code)

PRODUCT/ACTIVITY DESCRIPTION: Please provide a brief description of products to be displayed. In the event of a sell-out, priority will be given to pre booking stalls selling QUALITY AND DIVERSE PRODUCTS

CRAFT/ARTISAN STALL REQUIREMENTS: Each stand is 10ft x 5ft PLUS FREE parking off site for the day.

☐ ONE 3m STALL @ £30 (no 240V supply) ☐ TWO STALLS @ £50 (no 240v supply)

If you **DO NOT** require a wooden table in your Pitch(s) please tick this box ☐

DOCUMENTATION: Please tick to show that you have included these documents with your application:

☐ Copy of your Public Liability Insurance (minimum £2 million)
☐ Copy of Food Agency Hygiene Standards Award ('scores on the doors')

Please make your cheques payable to 'Newark Town Council' or to pay by credit/debit card call 01636 684802. BACs details available upon request.

Please complete this form and return it together with the required documents to the address above or by email if you are paying by phone 01636 684806

Payment **MUST** be made in full on booking with your application form. No refunds will be given. Full Terms and Conditions, General Rules and Regulations are on the reverse of this form. Your signature signifies acceptance.

Signature _____ Cheque for £ _____ enclosed

Print name _____ Date _____ This form **MUST** be signed

GENERAL RULES AND REGULATIONS

VERY IMPORTANT – PLEASE READ IN FULL

1. APPLICATION FOR STAND SPACE

- a) Applications should be made on the official form and all details requested must be given. It should be noted that the acceptance of any form by Newark Town Council (hereafter referred to as the Organiser) does not necessarily constitute an offer of space or facility.
- b) Application forms should be completed and returned immediately and must be accompanied by full payment as required by the Organiser.
- c) The Organiser reserves the right to refuse applications without necessarily giving reasons for so doing.
- d) Any additional costs incurred by the Organiser during the event will be subject to a separate invoice.
- e) The Organiser reserves the right to vary the general layout of the event and the space allocated to any Exhibitor if, in their opinion, such amendment is in the general interest of the event, or if the Organiser is requested to do so by the local or any other competent authority.

2. COMPANY TITLE

The title originally stated on the application form will at all times remain the title under which the Exhibitor will exhibit his products. A name plate will be provided and affixed to each Exhibitor's stand.

3. SUB-LETTING

The sub-letting of stands will only be permitted if written application is made to the Organiser before the event and a connection between the lessee and the sub-lessee is proven to exist.

4. INSURANCE AND EXHIBITORS' LIABILITY

The Organiser shall not, under any circumstances whatsoever, be liable or responsible for:

- a) Any damage, loss, theft or destruction whatsoever or howsoever caused to any goods, equipment or property belonging to the Exhibitor, or for which the Exhibitor is responsible.
- b) Any damage, loss or injury suffered by the Exhibitors, his servants or agents or any other person save only that this clause shall not apply to death or personal injury as a result of the negligence of the Organiser.

The Exhibitor shall be liable for all loss, damage, injury, expenses and costs whatsoever and howsoever caused to any person or property in any situation whatsoever, by the Exhibitor, his servants or agents, or the company's fittings, exhibits, machinery or other property belonging to the Exhibitor or for which the Exhibitor is responsible. The transportation and installation of all exhibits shall be the sole responsibility of the Exhibitor, as shall be the responsibility for any damage caused by the Exhibitor, his servants or agents to any structure, fixture or fittings, permanent or temporary, within the Exhibition areas. The Exhibitor will indemnify the Organiser in respect of any such loss, damages, injury or claim, costs or expenses as described above. The Organiser requires that insurance cover is arranged by each Exhibitor to cover his responsibilities. All Exhibitors MUST have Public Liability Insurance of a minimum of £2 million and supply a copy of their insurance certificate at the time of booking a stand.

5. SECURITY

The security officials will have the right to search persons, stands or vehicles should it be deemed necessary to do so. The Organiser has the right to expel any person or persons whose presence within the confines of the event is, in their opinion, prejudicial to the interests of the event.

6. STAFFING OF STANDS

All exhibits must be on view and in the charge of the competent representative of the Exhibitor during the whole of the period that the event is open. Should an Exhibitor neglect to open or uncover his stand during the period when the event is open, the Organiser may do so at the Exhibitor's risk and the Exhibitor shall be liable for any charges that may thereby be incurred.

7. VEHICLE ACCESS

Access to the Market Place for setting up will be available from 7.00am. All vehicles must be removed from the event site by 09.00 am. Vehicle access for the removal of exhibits/produce will not be permitted until 4pm.

8. STAND CLEANING

Exhibitors are responsible for the good order and cleanliness of their own stands. No rubbish may be placed in the aisles while the event is open and must be placed in the appropriate bins provided.

9. PUBLIC ADDRESS

The use by exhibitors of public address systems is prohibited.

10. USE OF GENERATORS/240V SUPPLY

Personal generators will not be allowed on site other than with the authorisation of the Town Council. All electrical equipment should be accompanied with an in period inspection record/ certificate confirming suitability and safety in use.

11. FIRE PRECAUTIONS

Stands with cooking features or relevant fire risk should be equipped with a fire extinguisher. Exhibitors should also be familiar, if applicable, with regulations concerning the use of inflammable liquids and gasses and their use in enclosed areas.

12. POSTPONEMENT OR ABANDONMENT

In the event of all or part of the event being postponed or abandoned or being held wholly or partly in premises other than the venue area or in the event of failure of any of the supplies, services or facilities afforded to Exhibitors due to lockouts, strikes or other circumstances beyond the control of the Organiser, the Organiser shall be under no liability in any way whatsoever in respect of any expenditure, liability, damage or loss sustained or incurred by the Exhibitors. The Organiser shall be entitled to retain all sums paid to them or such percentage thereof as the Organiser may, in their absolute discretion, consider it necessary to cover the expenses incurred in connection with the event. The Organiser shall not be liable for any loss, damage or expenses which the Exhibitors may sustain or incur by reason of any Local Authority intervening and preventing or restricting the use of the event premises or any part thereof in any particular manner. In the event of any incident which precipitates the closure either in whole or in part of the event, the Organiser will not be held responsible for any curtailment of promotion facilities resulting in a possible reduction in sales or opportunity.