Dear Trader,

Ipswich Music Day is returning to Christchurch Park for its 28th year and there is an opportunity for you to have a market stall in our market place at this event.

This large and well-known event attracts around 30,000 people across the day. The event includes six programmed stages of local unsigned artists, a fairground, street food, children’s entertainment and the marketplace.

The market place will be situated near the Fonnereau Road entrances (close to the Round Pond and Mansion). If you are a stallholder selling quality products you are invited to apply for a pitch. Possible products sold can include; arts and crafts; jewellery; fashion and accessories; toys, gifts; grocery and take-home food products.

**The pitch fee for having a 3m x 3m pitch at Music Day will be £100**

**The hire fee for equipment (a gazebo, sides, weights, a table and chairs) will be £30**

Please apply by completing the attached application and send to:

Events Team

Grafton House

15-17 Russell Road

Ipswich

IP1 2DE

If your application is accepted, you will be sent a confirmation email within seven days. Pitches are limited so please apply early to avoid disappointment. No booking is accepted until payment has been received. If you have any queries please contact events@ipswich.gov.uk.

**APPLICATION FORM**

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| --- | --- |
| **EVENT:** | **MUSIC DAY 2018** |
| **Name:** |  |
| **Company/Organisation Name:** |  |
| **Address:** |  |
| **Mobile Number:** |  |
| **Email:** |  |
| **Website:** |  |
| **Twitter/Facebook Details:** |  |
| **Description of Goods:****(Every effort will be made to offer a diverse range of market products but EXCLUSIVITY IS NOT GRANTED).** |  |
| **Hire Requirements (inc. numbers required):**(if you have your own equipment you must provide documentation as to its suitability) | Gazebo ( ) / Weights x 4 ( ) / Sides ( ) / Table ( ) / Chairs ( ) / Fire Extinguishers ( ) / Radios ( ) / Barrier ( ) / Signage ( ) |
| **Additional Information:** |  |
| **How would you like to pay?** | Cheque or BACS |

No booking is accepted until a payment has been received and you have received a confirmation email from the events team. Payment can be made by BACS or cheque. Please make cheques out to Ipswich Borough Council. **IBC operates a no-refund policy for market activity.**

I confirm all the information I have given is correct, I have enclosed all items required and have read and understood the Terms and Conditions.

Signature:

Date:

**TERMS AND CONDITIONS**

**Arrival and Departure**

Traders are able to arrive on site from 07:30 on Sunday 1st July to set up. Departure is from 20:30 on Sunday 1st July. The market will be open from 12:00 to 20:00.

**Vehicles**

Vehicles are permitted to enter the site for loading and unloading only. They must be removed from the site by 09:00. Parking is not provided, however details of available facilities will be provided prior to the event. Vehicles will be able to return to site from 20:30 subject to access being deemed safe. Vehicles should not attempt to enter the site until permission has been given by event staff.

**Booking**

Your booking fee is required when making the application and bookings will not be confirmed until this has been received. Payment should either be made by cheque attached with the application form or by BACS. **All fees are non-refundable under any circumstances.**

**Requirements**

If you are hiring an IBC gazebo and 1 x 6ft table, it is required that you bring a cloth for the table, any additional tables you need and your stock.

If you are supplying your gazebo, you will simply be allocated a pitch and you will need to bring everything with you (including professional gazebo, weights to hold it down, tables, stock). Please ensure you adhere to these conditions:

* The use of gazebos is limited to commercial standard equipment and must be flame retardant. Domestic pop-ups will not be admitted.
* Gazebos must be suitably weighted in each corner.
* Should the trader use any other structure or fixings as part of their stall, details must be passed to the event organiser for approval at least 21 days prior to the event.
* Structures must not exceed the allocated size.
* Supply of an appropriate/serviceable fire extinguisher.

Failure to comply with the above could result in your space being forfeited without a refund of payment.

**Insurance**

Public Liability Insurance with a minimum liability of **£5 million** is necessary for every stall. A copy of your certificate and your risk assessment will be required prior to the event. Failure to give this information will result in you being turned away on the day of the event.

**Sale of Food**

All traders of food products must be registered with a local authority and must provide evidence of their current rating (Ipswich Borough Council requires a **4 star minimum** rating) together with copies of the food hygiene certificates of staff who will be working on the stall. Traders must comply with the provisions of The Food Hygiene (England) Regulations 2006, Regulation (EC) No 852/2004, the Food Safety Act 1990 and all relevant legislation. All traders selling food will be asked to provide this additional information at least one month prior to the event.

**Electricity**

No power is available in the market zone and individual generators are **not** permitted on site for this event.

**Housekeeping**

Stallholders are required to keep their stall smart and presentable at all times. All debris must be bagged immediately and left in the area provided at the end of the day. All liquid waste must be removed from the site before leaving. Any costs associated with cleaning a pitch will be the responsibility of the trader.

**Goods for Sale**

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

**Stallholder 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 to Ipswich Borough 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 traders and others with courtesy at all times. Failure to comply will result in immediate termination, without notice or compensation, of the contract to occupy the market area.

**Safety & 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 issue are identified by the organisers the stall holder must immediately rectify them.

Failure to respond to reasonable requirements from the organisers or their representative will result in your space being forfeited without refund of payment.

**Charity Collection**

Charity collection boxes or any form of charity collection is only allowed with a permit from the local authority. Stallholders wishing to have a collection box on their stall must contact the organisers for further information.

**Further Information**

Please contact events@ipswich.gov.uk