



## Application Form 2019

If you are an artisan who makes quality handcrafted items and would like to join us at the Alton Craft Markets, please complete the application form below and return by email to: [altoncraftmarket@outlook.com](mailto:altoncraftmarket@outlook.com)

Please read the Terms & Conditions carefully and we look forward to welcoming you to the market.

|                         |   |  |
|-------------------------|---|--|
| Your Name               |   |  |
| Business / Craft Name   |   |  |
| Address                 |   |  |
|                         |   |  |
|                         |   |  |
| Telephone Numbers       | Day   |  |
|                         | Evening   |  |
|                         | Mobile  |  |
| Email Address           |   |  |
| Website Address         |   |  |
| Type of Crafts for Sale | Please use a separate sheet to list the items you will be selling. Please let us know if you have a website to showcase your items. Please see our Terms & Conditions for more details. |  |

Our policy is to provide affordable pitches for artisans to showcase their items. We are happy to offer discounts to stallholders who regularly attend our market. We offer 5% discount if 2 markets are booked at the same time and a 10% discount if 3 or more are booked. To qualify for a discount, the stalls must be paid for in full at the time of booking. Table fees are not included in any discounts. You may book and pay for as many tables as you need.

Below is a list of market dates, please complete as appropriate.

| 2019 Dates  | Tick to book | Own gazebo £15 | Gazebo required £35 | Table £3.50             | Total for each Market |
|---|--------------|----------------|---------------------|-------------------------|-----------------------|
| March 9   |              |                |                     |                         |                       |
| April 13  |              |                |                     |                         |                       |
| May 11  |              |                |                     |                         |                       |
| June 8  |              |                |                     |                         |                       |
| July 13   |              |                |                     |                         |                       |
| August 10   |              |                |                     |                         |                       |
| September 14  |              |                |                     |                         |                       |
| October 12  |              |                |                     |                         |                       |
| November 9  |              |                |                     |                         |                       |
| December 14   |              |                |                     |                         |                       |
| Subtotal of booking fees  |              |                |                     |                         | £                     |
| Apply discount for multiple bookings<br>2 Fairs = 5%, discount<br>3 or more Fairs = 10% discount  |              |                |                     | Deduct                  | (£      )             |
| BACS Payment to Alton Lions Club<br><i>When your application has been confirmed, we will contact you via email with the Alton Lions Club account details so you can make a BACS payment. Please let us know if you are unable to make a BACS payment.</i> |              |                |                     |                         | £                     |
| <b>I have read and understand the terms and conditions below -</b>  |              |                |                     | <b>Tick and Initial</b> |                       |

If you have any queries, please contact [altoncraftmarket@outlook.com](mailto:altoncraftmarket@outlook.com) where we will be happy to have a chat about your application. We suggest that all bookings are supported by relevant product liability insurance.



## TERMS AND CONDITIONS

**Please read these carefully as there have been some recent changes.**

### Booking a stall

Please complete the Application Form then email it to [altoncraftmarket@outlook.com](mailto:altoncraftmarket@outlook.com)

We will reply to accept your application and confirm your booking or may ask for further details. We will also send details of the Alton Craft Market account for your BACS payment. Payment must be made in advance – unfortunately we are unable to accept cash on market days. If you are unable to make a direct bank payment, please let us know when you send in your Application Form and we will make other payment arrangements.

### Craft Stalls

All stalls must have a gazebo. Our pitches and the gazebos for hire are approximately 3m x 3m so please let us know if your gazebo is a different size. We have a very limited number of gazebos available for hire and these are available on a first-come, first-served basis. Please indicate clearly if you wish to use one of our gazebos.

In exchange for a fully paid booking, you will be entitled to occupy the space allocated to you for the duration of the market. The precise location of your pitch will be assigned to you, and whilst we do our best to comply with requests, no particular space can be booked in advance. Individual market plans are produced for every market and we aim to email these out 3 days before market day. All stand displays and signage must be secure and we do not allow display boards away from your stand.

### Set up and Put Down

Market trading is between 10 am and 3 pm though we're very happy if you are ready to start trading before the market opens. Please don't begin to dismantle before the close of the market at 3 pm, unless advised by the organisers. Before each market, individual joining instructions are sent out to reduce the number of vehicles in Cross & Pillory Lane and Market Square to make it easier for all stallholders and we ask that you unload and then remove your vehicle to allow access for others. The market is in a pedestrian zone where access to the general public and yourselves must be maintained at all times for emergency purposes.

### Discounts

We are happy to offer discounts for stallholders who book multiple dates. If you book, and pay for two markets you will be offered a 5% discount. If you book, and pay for 3 or more fairs a 10% discount will be offered. The discounts are for pitches and gazebos only.

### Tables

The price for tables is £4.50 each, no discounts are offered as we hire the tables from Alton Community Centre. Tables will be delivered to your stall by Alton Lions' volunteers.

### Craft Description

Alton is a Makers' Market so all crafts for sale and displayed on your stall must be **made by you**. We have an excellent reputation for quality handmade products with unique designs. We don't expect you to 'breed the sheep, spin the fleece, dye the yarn and then knit the hat' – but we do expect that you knit the hat!

Think of it as your original work being at the core of the items that you're selling - raw materials that you buy and from which you create original items are fine; original items that you've created and buy frames or packaging for are fine; prints and other items produced from your original artwork are fine. Handmade items made elsewhere, not **made by you**, are not acceptable.

We aim to support small-scale artisans and our customers like to be able to chat with the stallholder who made the items. Do please check when applying for a stall, we're happy to give advice and clarify any queries you may have.

### Verification of Craft

If possible, please send photos via email of your finished items and where they were made. If you have a website or blog that has details of your design and making processes, then add as many details as possible to your application. Please list accurately the items that you will be selling so that we can plan the market layout accordingly. We reserve the right to refuse the display of products that we have not been informed of, either on the grounds of duplication or poor quality. This could result in the loss of any payment made.

You are responsible for checking the specific 'safety' requirements that may apply to your products.



## **Types of Craft**

We aim to have as wide a variety of crafts as possible for sale, with same types of craft distributed throughout the market. Individual plans are drawn up for each market. We allow some duplication of types of craft as often artisans will have very different styles so we may have up to 3 stalls of the same type of craft, though this will depend upon the total number of stalls booked in a single month.

We are happy to accept applications from those who wish to share a stall. Sharers must list the full range of their items at the time of applying.

## **Damage**

We cannot be held responsible for any loss or damage to goods whilst exhibiting, loading and/or unloading. Alton Craft Market is an outdoor market so please bring sufficient protection for your goods in the event of all weather types. Please ensure you have sufficient insurance cover to meet your legal responsibilities. Gazebos may become unstable in windy conditions so please bring sufficient weights for your gazebo, stand and stock.

## **Cancellations**

Should you be unable to attend a market that you've booked, please email [altoncraftmarket@outlook.com](mailto:altoncraftmarket@outlook.com). Cancellations made with at least 2 weeks' notice will incur a £5 administration fee.

Cancellations made later, or if you are unable to attend on the day, are non-refundable except in exceptional circumstances. Alton Craft Market is run on behalf of the Alton Lions Club and **ALL** the fees are used for charity works.

Refunds will be made as soon as possible but cannot be made immediately as they have to go through the Lions accounts process.

Alton Craft Market has been a part of the Alton calendar for over 20 years and has loyal customers who have become friends. The market is promoted by the Alton Lions and we would also encourage stallholders to promote the market on their social media. There is always a warm welcome for new stallholders and we are happy to give advice if you're new to market trading. Our contact details are: [altoncraftmarket@outlook.com](mailto:altoncraftmarket@outlook.com)