



SLEAFORD CHRISTMAS MARKET

Sunday 2nd DECEMBER 2018

Sleaford Town Council
The Town Hall
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Dear Trader

SLEAFORD CHRISTMAS MARKET

Firstly, thank you for considering applying for a stall at Sleaford Christmas Market 2018. It's going to be fantastic and the fact you're joining us will make it even better! This year's Market will be full of new ideas and we are also going to use different areas within the town centre, such as Eastgate Car Park as well as some of the areas we always use – the Market Place and the Town Hall. This year, we are looking forward to great things happening all around our Christmas Market and will be working very hard to accommodate everyone.

The Market will be held on Sunday 2nd December 2018 and will open at 11.00am, running through the afternoon, to finish at 5.00pm. The Christmas lights switch on will be held at 4.15pm, after the Christingle Church Service. We will be letting stall holders set up from 9.45am/10.00am on the day and it would be great if you could have any vehicles moved from the site as soon as possible, so that no one gets stuck and the road is clear for the opening time. We are sure you will then be visited by lots of customers and don't forget to bring any advertising leaflets or business cards, so people remember you throughout the year! Please note that there will be no road closures this year.

As you will be aware with all events that take place, there are certain codes of conduct etc that need to be looked at and certain forms that need to be filled out promptly and with clarity. This makes it easier for us and yourselves, so that our Christmas Market can run nice and smoothly. Please could you fill out the pitch booking form, sign and date it and send it back with your full payment at your earliest convenience, together with your public liability insurance. Payment can be made by cheque, made payable to 'Sleaford Town Council' or cash directly to the Sleaford Town Council offices, or by Bank transfer (details are available on request). We are asking everyone to return their forms and full payment by 1st September 2018, so we can spend plenty of time making sure we place you perfectly. All costings are clearly marked on the forms and if there is anything that you do not understand or need help with, please do not hesitate to contact us, as we are here to help with anything you need.

Once we receive all your forms back and your payment, we will send you a confirmation email, which is confirmation of your booking. We will then contact you again later in the year, to let you know where your pitch will be. At this point in time, we are unable to guarantee any preferred locations for your pitch. Please note that your booking for an outside pitch will be for the pitch only as we are unable to provide stalls. Tables and a chair are provided for the indoor Town Hall pitches (limited places available).

Thank you very much once again for considering Sleaford Christmas Market and we are looking forward to seeing you there on what will be a great, fun filled day!

Kind Regards,

All at the Sleaford Christmas Market Team