



PORTSMOUTH CHRISTMAS MARKET

CHRISTMAS BY THE SEA

10TH NOVEMBER – 24TH DECEMBER 2018

TRADER APPLICATION PACK 2018



TUDOR
MARKETS



BOOKING FORM 2018

NAME:

POSITION:

PHONE NUMBER:

EMAIL:

COMPANY NAME:

PRODUCT TYPE(S):

:

COMPANY ADDRESS

POSTCODE:

FACEBOOK:

TWITTER:

INSTAGRAM:

WEBSITE:

OTHER:



TRADER PROFILE INFORMATION

Please write a brief description about your company to help us write a profile for the selection process about your business. This enables us to review traders with Portsmouth City Council and the more information you can give the more chance you have of standing out from the crowd and being accepted.

I have included/sent separately by email:	Tick Box
High Resolution Photos of products and previous stand set ups (this is very important from a quality perspective)	
Price points of products or menus with prices	
Any website links, Social Media or Press Releases	
Description about my company (aim to provide 2-3 paragraphs) We find that the following helps paint a picture about your company: information about the background to you setting up as a trader, the journey you have gone on, about you, about your products and whether you make these or where you source these from, previous event experience – where else have you been a trader and what made it successful?	

Describe your product/s, company background and any other previous event experience:

SELECTION PROCESS FOR TRADERS

STEP 1

Trader Application plus initial 40% deposit received. Provide information for trader profile, No guarantee of place until verified by Tudor Markets and Portsmouth City Council.



STEP 2

Initial review of applicant and approval by Tudor Markets, if approved by Tudor Markets trader profile forwarded to Portsmouth City Council. If not approved Tudor Markets returns deposit and informs trader, alternative market location sought where feasible.



STEP 3

Tudor Markets receives approvals list from Portsmouth City Council and informs traders and reconfirms eligibility and availability before signing the trader up for the market. All relevant paperwork requested and verified. Pitch to be verified in due course and cannot be guaranteed. If approved by Portsmouth City Council Management, your deposit will go towards your final 60% payment.



STEP 4 – FINAL PAYMENTS

Trader to make a **non-refundable** payment of 60% of stall cost within 28 working days of approval to secure place. This is a popular market location and we need certainty that traders will be attending.



STEP 5 – LATE BOOKINGS

If booking after the bank holiday in August, we will require full payment to secure you place along with your all your social media, company information, booking form and signed terms and conditions.

TERMS & CONDITIONS OF BOOKING

Registering an interest in the event:

- Potential traders will be issued with a trader pack and will be asked to complete a registration and application form highlighting zone preference although this may not be guaranteed.
- A 40% booking deposit will be required at this time in order that your application can be considered.

Payment terms:

- Upon booking, we require a booking deposit of 40% per cabin. We will then submit a Trader Profile to Portsmouth City Council Management as part of the selection process. In the event you are not accepted, we will fully refund your booking deposit/s.
- Accepted Traders will be sent an official notification to confirm their booking along with their final invoice for the remainder of their total balance. This must be paid within 28 days of the acceptance notification. If no contact has been made within 28 days of acceptance, your deposit will not be returned to you and an alternative trader sourced. You will then be put on a waiting list and contacted if a space becomes available.
- All deposits and payments are non-refundable once you have been accepted and have confirmed your participation to us. Traders will need to sign an agreement for these payment conditions which is fully binding.
- Once you are accepted, you will be asked to pay the remaining monies to make up the final payment within 28 days of acceptance. If, however you book after the August bank holiday (Monday 27th August 2018) you will be required to make full payment upon application. In any case, full payment must be made by the 10th September 2018.
- You will also need to provide all relevant documents and proof of insurance to prove you are able to trade at the same time or in any case within 28 days of confirmation to trade.
- Your cabin will not be secure if you fail to pay your full balance by the specified date. You will have up to the deadline date to pay the remaining balance. You will be sent a final notification invoice 10 days before the deadline date as a reminder.
- No discounts or negotiations will be allowed. All prices are fixed and cannot be altered in anyway.
- Previous traders are not guaranteed to be selected and will have to go through the same booking process, terms and conditions as new traders. Booking will work on a vetting process so booking early is strongly advisable.
- Participation by Traders is solely dependent upon the full cost being paid before the deadline.
- If the remaining balance is not paid by the stated date the organisers shall have the right to re-allocate the space. The Trader is liable for the entire cost of the space.
- Cabin hire and damage deposits are compulsory so please consider this when booking. *Damage deposits will be refunded based on the condition that the cabin/s being returned are in a same condition after the event has ended.*

Selection Process:

- Due to the limited number of cabins and multiple applications for similar commodities, all potential traders will be vetted by Portsmouth City Council and Tudor Markets Management for quality of product and suitability for the event.
- All traders will need to submit the following at the time of provisional booking:
 - **Company / Sole trader information**
Please include information about your products, how you started up/what made you start trading, where you trade or have traded and general information about your company and the people behind it.
 - **Good quality high res photos of products, previous stand set ups**
We will need high resolution photos of your products, any stand set ups. This is for the purposes of your profile. Please be aware, what you submit will be used for your profile and will in turn may be the difference between being accepted or rejected.
 - **Any previous event experience details** Please include any events you currently do or have done in the past.
 - **Price points of products that you intend to sell, menus** Please be as detailed as you can (we understand not all stock will be ordered) but we will need this information for suitability of product for the event.
 - **Any website links, Social Media or Press Releases** Please include any Social Media or websites and any Press Releases. This is a requirement for all traders to have social media or a website.
 - The above will help us in our selection process. You will only be considered if you have submitted all the relevant requirements as outlined above. Selection will be based on presentation, quality of products and suitable fit for this Christmas event. **No trader will be granted sole rights to any commodity.**
 - If you are unsuccessful for this market we will endeavour to source you another suitable market from our range and in any case will return your 40% booking deposit.

Zone Allocations:

- Please be aware that all zone allocations will be decided as soon as possible and, wherever possible.
- You are not guaranteed to get your first choice however we will work with your preferences and in the best interests of the overall market and traders.
- All allocations will be decided by Tudor Markets and Portsmouth City Council and all decisions are final.

Trader Conduct:

1. There is a strict no smoking policy on site. Traders are not permitted to smoke in or within 5 meters of their cabin. Anyone who is caught doing so, will incur a warning which may lead to a fine or being asked to leave the site permanently (please refer to the event house rules document).

Marketing Participation:

2. All traders are required to have some kind of social media or website. Help can be requested if you are accepted and these requirements are not met. We also have branded aprons which all traders are required to wear at all times on site when trading



TRADER CONFIRMATION & ACCEPTANCE

I confirm that I have read the terms and conditions and will comply with these requirements. I will agree to take part in the promotional and marketing requirements of Portsmouth City Council and will abide by market rules and regulations including set up and break down times and disposal of waste, recycling, oil and water.

I understand that there is an approval process for the Portsmouth City Council event and that the returnable deposit does not guarantee a pitch. Only payment of 100% of the funds within 28 days of approval will guarantee the pitch. No refunds will be paid for non-attendance.

Pitch decisions are made by Tudor Markets and are final.

NAME OF COMPANY: _____

SIGNED ON BEHALF OF THE COMPANY BY: _____

SIGNATURE: _____

DATE: _____

PLEASE RETURN THIS PAGE ONLY TO: enquiries@tudormarkets.com or post to the address below.

If you have any questions, please contact us on enquiries@tudormarkets.com or call us on 0208 570 6456.

Tudor Markets Social Media – Get Connected!!!



Tudor Markets and Events



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@tudormarkets



www.tudormarkets.com

PRICE LIST 2018

ZONE 1

ICE BAR, FEATURE & SEATING AREA P.O.A
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ZONES 2 - 5

STALL TYPE	SITE FEE	CABIN HIRE	DAMAGE DEPOSIT	TOTAL COST	HOLDING DEPOSIT	REMAINING BALANCE
HOT FOOD	£3,000	£500	£250	£3,750	£1,500	£2,500
ARTS & CRAFTS	£2,400	£500	£250	£3,150	£1,260	£1,890
BAR & SEATING 2	TBC	TBC	TBC	TBC	TBC	TBC



TUDOR
MARKETS

COMMERCIAL ROAD TM-A



- ZONE 1:** 1 = 6M X 3M BAR
1 = 4M X 4M SEATING AREA
1 = 6M X 6M FEATURE
1 = PERMANENT TRADER
- ZONE 2:** 9 = 3M X 3M ARTS AND CRAFTS
6 = 3M X 2M ARTS AND CRAFTS
- ZONE 3:** 3 = 3M X 3M ARTS AND CRAFTS
3 = 3M X 2M ARTS AND CRAFTS
- ZONE 4:** 4 = 3M X 2M ARTS AND CRAFTS
ZONE 5: 6 = 3M X 3M HOT FOOD
1 = PERMANENT TRADER
1 = 6M X 4M BAR AND SEATING AREA
1 = 6M X 6M FEATURE

- 31 CABINS 2 FEATURES 2 SEATING AREA**
- 2 BARS 2 PERMANENT TRADER**

- TELEPHONE BOX
- LAMP AND POWER
- TREE AND POWER
- PERMANENT SEATING
- BIKE RACK
- TREES AND BENCH
- NEWS STAND
- POWER
- TREES
- COSTA SEATING
- PT1 PERMANENT TRADER 1
- PT2 PERMANENT TRADER 2
- 3M X 3M HOT FOOD
- 3M X 2M ARTS AND CRAFTS
- 3M X 3M ARTS AND CRAFTS