

PENKRIDGE CHILDREN'S MARKET

SUNDAY 15th APRIL 2018

10am – 3pm at Penkridge Market, ST19 5AS

EVENT INFORMATION

Please read the following information on how to book

1) Stall Pricing

Nearly New/Pre-loved Sellers - £12 per pitch*

Parents/families, not businesses, selling second hand children's clothes, toys and equipment & maternity/nursing clothing.

Craft Stalls - £20 per pitch*

Business Traders - £25 per pitch*

Businesses including market traders selling items or promoting services designed for children

*(a pitch is approximately 3m wide if you require a space wider than 3m then please book multiple pitches to accommodate your needs)

2) Sponsorship Opportunities

Admission Entrance Flyers/Handing out Flyers - £15

For a fee of £15 you can either provide us with your handouts and these will be displayed at the admission entrances for visitors to pick up or alternatively you can book to attend the event to walk around and hand out your own flyers (without having a stall). This must be pre-booked and we will limit the number of competing lines and the overall number of leafleteers attending the event.

Please note we DO NOT permit leafleting of cars on our site.

Event Sponsorship

There are various different options available for Sponsorship of the event including erection of banners, inclusion of sponsors logos on our posters/flyers/adverts, social media links etc. If you are interested in sponsoring the event please contact us in order that we can discuss your requirements and tailor a package to suit your requirements.

3) Pitch Allocation

Pitches will be allocated on a **FIRST COME FIRST SERVED BASIS**. If you wish to stand in a particular location please let us know and we will do our best to accommodate you.

Multiple pitches can be booked, please refer to the attached booking form.

4) Tables & Equipment

We **DO NOT** provide tables or chairs – **PLEASE BRING YOUR OWN TABLES***

We do however have a limited number of tables available which can be hired for the event at a charge of £3 per table. If you wish to hire tables please state the number required and ensure you pay the correct fee. Please note our tables are 8ft x 4ft so you can only fit one table per pitch. These will be allocated on a first come first served basis. We do not provide table coverings so please ensure you bring your own table cloth to make the stall look more attractive.

5) Electricity

Electricity is available for some indoor stalls only and must be requested in advance as we cannot get power to all pitches and your location will be allocated accordingly.
No kettles or heaters will be allowed so that the electricity is not over loaded.
Outdoor stalls must use their own power sources (i.e. generators)

6) Setting Up

The market area is accessible for setting up from 7am until 9.30am when ALL vehicles must be removed to the parking area.

7) Packing Up

Stalls must not close or leave before 3pm
All rubbish must be taken home with you

8) Insurance

All Business Traders must have their own Public Liability Insurance

Please send your completed Booking Form together with your remittance to the above address **Before Friday 23rd March 2018**. Your Pitch number and directions will be sent to you at least 2 weeks prior to the event. If you include an email address on your booking form confirmation of receipt, pitch number etc. will be emailed to you. We look forward to seeing you on the 15th April and we hope you have a very successful day.

Yours sincerely

Kate Kingsley
Partner
Penkridge Markets

Penkridge Market

PENKRIDGE CHILDREN'S MARKET SUNDAY 15th APRIL 2018 - BOOKING FORM

Please complete and return before Friday 23rd March 2018

Name

Organisation (if applicable)

Address

Telephone

E-Mail Address

Brief Description of Stall goods/business type:-

		Number of pitches required*	Total Cost
Pre-Loved/Nearly New Sellers	£12 per pitch	<input type="text"/>	<input type="text"/>
Craft Stalls	£20 per pitch	<input type="text"/>	<input type="text"/>
Business Traders	£25 per pitch	<input type="text"/>	<input type="text"/>

*A pitch means an area approximately 3m wide, if your stall is wider than 3m please book multiple pitches to suit your requirements please call us on 01785 714221 if you have any queries

Some pitches have access to electricity, please make sure you tell us if it will be required.

Electricity Required Yes No Please state any other pitch requirements**

Tables and Chairs are NOT provided. If you require a table these can be booked at a charge of £3/table
We only have a limited number so these will be allocated on a first come first served basis

Table Required at a charge of £3/table (tables measure 8ft x 4ft)	Number of Tables Required (max of 1 per pitch)	Total Cost
	<input type="text"/>	<input type="text"/>

Payment Method: Cash, Cheque or BACS

Cash Enclosed:

Cheque Enclosed:
Cheque No.
Amount

Please make Cheques payable to Penkridge Markets

BACS:

Please contact us for account details

Please return your completed form, together
with payment to:

Penkridge Markets
Clovelly
Pinfold Lane
Penkridge
ST19 5AP

** we will do our best to accommodate your requirements but make no guarantees