

The Anonymous Travelling Market

Trader/Stallholder/Vendor Registration & Terms/Conditions

By submitting this registration form you are confirming that you have read ALL sections and accept all conditions shown. Registration is FREE of any charges

1	Contact Name*	
2	Business/Trading Name*	
3	Address*	
4	Post Code*	
5	Telephone	
6	Mobile*	
7	Email*	
8	Website	

9. Your Product or Business Type* (please tick all that apply)

- Craft or Homewares
- Pet or Animal Goods
- Vintage Goods
- Hardware or Cleaning Materials or Tools
- Fresh Meat or Fresh Vegetables
- Other Drinks for Consumption at Home
- Alcohol or Bar Services for Consumption at Event
- Hot Food or Drinks or Ice Cream for consumption at the event (Food To Go)
- Other – Please Specify _____
- Clothing
- Plants or Garden Furniture or Garden Goods
- Agricultural
- Food for Consumption at Home
- Alcoholic Beverages for Consumption at Home

10. Unit Type

If you have more than one unit type or unit size please tick here _____ and give specification for each unit –

When declaring the size please allow for FULL footprint including pop up/van/trailer/van size, outer tables, overhangs, guys, outer supports, tow bars and any extrusions in all measurements to avoid too small a space being allocated.

UNIT A Gazebo Traditional Market Stall Trailer Bespoke Van/Truck

The Maximum footprint/size of my required pitch is _____ Metres Deep X _____ Metres Wide

UNIT B Gazebo Traditional Market Stall Trailer Bespoke Van/Truck

The Maximum footprint/size of my required pitch is _____ Metres Deep X _____ Metres Wide

PLEASE ATTACH A PHOTOGRAPH OF EACH UNIT WITH THIS REGISTRATION

11. Product & Service Description* - Please give a clear description of the products or services you intend to sell. *Please note that you will need to be registered with your local authority if you are selling food – There are No exceptions to this. Food To Go Traders please do not list every possible menu item unless you intend to make ALL products available at the same time.*

Name of Local Authority Registered With For Food _____ Since (Date) _____

12. Alcohol Sales – Will you be selling Alcohol YES NO * **If NO please go to section 13**

WE ONLY ALLOW TRADERS HOLDING A PERSONAL LICENSE AT OUR EVENTS

Your Personal License Number-

Issuing Authority Name -

Expiry Date-

All alcohol vendors must follow “Challenge 25” guidance and display related signage
Some Events have a premises license and some will require a TENS. A TENS would be your responsibility to apply for – further information will be given at the time of posting each event

13. Electricity & Use of Electrical Items

Do you use any appliances powered by electricity YES NO - If NO please go to section 14

If using any electrical items on your stall you must provide either a certificate and list of appliances showing that they have been PAT tested within the past 12 months or provide a copy of the purchase invoice if the item has been purchased NEW within the last 12 months. **COPYS OF THESE MUST ACCOMPANY THIS REGISTRATION**

13.1 Electricity & Generators

Many of our events do not have a communal supply of electricity and some only limited supply. Please indicate how you intend powering your appliances if no communal electricity is available –

- Would Not Be Able To Attend Without Adequate Communal Electricity**
- By Power Invertor fed by a secure battery**
- By Generator powered by - LPG Diesel Petrol**

Please attach a certificate confirming that your Generator has been professionally tested within the past 12 months.

14. LPG (Liquid Petroleum Gas) & Butane

I will be using LPG or Butane powered appliances/tools **€YES €NO** If NO please go to section 15

All appliances must be used with correct regulator, hoses must be free of damage and be connected with crimp eared rings. All appliances must have been tested by a registered gas engineer within 12 months prior to the event.- a copy of this certificate must be supplied with this registration. No more than 2 gas cylinders may be brought onto site by any vendor.

I can confirm that all gas appliances/tools have been safety tested within the past year and that the correct regulator is being used and that all hoses are secured/joined with eared crimp rings **€YES**

15. Vehicles - For all events unloading and loading times will be published shortly before the day via email to those traders accepted for that event. Anyone arriving late may lose their pitch. Anyone bringing their vehicle on site before the organiser permits may be disallowed from applying from future events. This even applies if your product has sold out.

16. Trading Times - All Vendors are only permitted to trade during the times advertised for that event and their stalls must remain open for the whole advertised period. Anyone packing up early may be prevented from attending future events.

17. Insurance - Each trader must have at least £5million of public liability cover, a copy of the insurance schedule must be supplied with this registration.

18. Sub-Letting - Sub-letting of any pitch is not permitted under any circumstances.

19. Caterers – Food Hygiene Certificates & Food Standards Agency Ratings - All caterers and their staff must have Food Hygiene Certificates, copies of which must be enclosed with the application a copy of your FSA Star Rating must also be supplied with the registration and displayed on trading days.

20. Rubbish/Waste - Except on a few events where you will be notified in writing in advance ALL vendors are expected to take all of their waste and bin contents away with them & to leave their pitch clean & free of litter. In addition all Food To Go Vendors are obliged to place a bin for customer use to the front of their stall. . Any vendor found abusing this will be invoiced £250

21. Notices - All food operators are obliged to display food allergen notices. All alcohol vendors will be required to display "Challenge 25" signage.

22. Payment - Pitch fees must always be paid in advance and in full and by the date shown on the event briefing. Payment for pitches cannot be accepted on the day. Payment can only be accepted by credit transfer. Pitches cannot be confirmed until we have cleared advanced payment. Any vendor choosing to pay by cheque will incur a £5 administration fee in addition to the pitch fee. Pitch fees will vary dependent on stall type and Pitch fees will be clearly shown on the Event Briefing.

23. Safety Equipment - All vendors are obliged to carry a First Aid Kit with them to suit the numbers of people working on their stall All Traders using gas or electricity or using any other kind of heat are required to bring an in date serviced fire extinguisher with them suited to the equipment and materials used. Any traders using an open flame or frying equipment are obliged to carry a serviced fire blanket with them.

24. Confirmation of Pitch - Completion of this form or application does not guarantee a pitch. All applications are considered on a combination of products & services being offered, speciality of trader, locality of trader, and presentation of stall (quirky presentations are preferred). Accepted traders will receive written notification of stall allocation. Please note that position of stall cannot be confirmed in any case until the day of the event.

25. Cancellation of Pitch - Vendors can cancel their confirmed pitch up to three months in advance and get a full refund or credit against a future event less an administration charge of £10. For cancellations less than 3 months before the event and more than one month before the event date a 50% refund or credit less a £10

administration charge will be made. For cancellations of less than 1 month before the event, no refund can be made.

25.1 If the ATM or the organiser cancels the event for any reason other than poor weather or the trader not meeting all requirements needed for the event a full refund will be made. If The ATM or the organiser cancel the event due to adverse weather or act of God or local emergency no refund will be made. If The ATM or organiser cancels the event for your stall due to you not meeting the requirements of this document or those specific to the event, no refund will be made. In all cases The ATM or organiser will never be liable for more than the pitch fee paid.

26 Use of Information supplied - The ATM reserves the right to share the information and documents supplied by you with event organisers and officials as required. The ATM reserves the right to include supplied photographs and descriptions of your business for promotional purposes. The ATM will not sell or freely gift any information supplied to 3rd Party commercial organisations.

27. Smoking – Smoking is not permitted on any stall or in any of the events facilities by the Vendor or by his/her staff.

28. Cooperation & Abuse Vendors and their staff will follow the instructions of ATM staff and event officials. Any vendors not adhering to instructions or demonstrating physical or verbal abuse towards ATM staff, event officials, other vendors or members of the public will not be tolerated and will result in the vendor being prevented for attending future ATM events.

29. Vendor Access to events will not be permitted until this registration form has been completed and all required documents supplied.

Please Email this form and all associated documents as soon as possible by email to: dauwalder1@gmail.com If you do not have access to email it can be mailed to The ATM 29 Christie Miller Road Salisbury SP2 7EN ,

Questions and Enquiries about this form should be emailed to dauwalder1@gmail.com in most cases we will respond within a few days.

BEFORE SENDING, PLEASE ENSURE YOU HAVE Attached (please tick the boxes):

Please Note Any Applications Received Without All Required Documents & Full Payment Will Be Rejected

- € your proof of Public Liability Insurance (£5million) - All Stalls
- € copies of Staff Food Hygiene Certificates - Food Retailers & Caterers Only
- € PAT testing summary – Vendors using electricity
- € your risk assessment - All Vendors
- € gas appliance certificates - Caterers and retail Vendors using bottled gas
- € full payment via bank transfer or cheque - All Vendors
- € A photograph of your stall

Please Ensure that you email us copies of renewed documents as they expire during the course of the year

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WE LOOK FORWARD TO WORKING WITH YOU