

## PENKRIDGE CHILDREN'S MARKET

SUNDAY 30th SEPTEMBER 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

##### **Brochure Advertising**

**£50 Full Page, £28 Half Page, £15 Quarter Page**

£10 discount on advertising for any trader booked to attend the event on the 30<sup>th</sup> September 2018

##### **Banners**

**£20 per banner or 3 banners for £50**

Advertiser to supply the banners. Maximum of 3 banners permitted per advertiser. Restrictions on banner dimensions apply. Banners to be erected at strategic locations on the site.

##### **Admission Entrance Flyers/Handing out Flyers - £20**

For a fee of £20 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 also opportunities available to sponsor the event and have your logo appear on posters, adverts, social media promotions etc. Contact us for more information on the sponsorship options available and we can 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 7<sup>th</sup> September 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 30<sup>th</sup> September and we hope you have a very successful day.

Yours sincerely

Kate Kingsley  
Partner  
Penkridge Markets

# PENKRIDGE CHILDREN'S MARKET

## SUNDAY 30th SEPTEMBER 2018 - BOOKING FORM

Please complete and return before Friday 7th September 2018

Name	<input type="text"/>
Organisation	<input type="text"/>
Address	<input type="text"/>
Telephone	<input type="text"/>
E-Mail Address	<input type="text"/>

### Brief Description of Stall goods/business type:-

### Data Protection Privacy Notice

At Penkridge Market we take your privacy very seriously and will only process your data in connection with the above event. We will not share your details with any third parties unless legally required to do so. We will keep your details for 6 months after the event and they will then be deleted unless you opt to continue to receive information from us about future events. If you are willing for us to contact you please select the types of events you are interested in and your preferred method of communication by ticking the boxes below:

### I am interested in receiving information about:

Children's Markets   
Christmas Markets   
Weekly Stall Markets

Any new Events   
Bank Holiday Market & Car Boot Sales   
Fine Food and Craft Markets   
Poultry Sales

### My Preferred Method of Contact is:

Email  Phone  Post

		No. of pitches*	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

### Extra Pitch Requirements - Your pitch does NOT include a table or access to electricity as standard.

Tables can be hired at a charge of £3/table  
Max 1 per pitch (tables measure 8ft x 4ft)

Number Required  Total Cost

Electricity Supply (You must tell us if you require access to power) **Yes**   
**No**

Please state any other pitch requirements\*\*

Payment Method: Cash, Cheque or BACS

Cash Enclosed:

Cheque Enclosed:  
Cheque No.   
Amount

Please make Cheques payable to Penkridge Markets

BACS/Paypal:

Please contact us for details

Please return your completed form, together with payment to:

Penkridge Markets  
Clovelly  
Pinfold Lane  
Penkridge

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