



Charlestown Christmas Market 2023

25th & 26th November
11am to 4pm each day

Charlestown Christmas Market is located within the Sports Hall and Drama Studio at Penrice Academy, Charlestown. There is enough parking for up to 4,000 visitors, easy access and local parking for traders, overnight security at Penrice Academy, including video surveillance. Traders will not need to break down their stands on Saturday evening. We will be organizing a full programme of live musical entertainment. Our marketing will be as extensive as it was in previous years. We had large crowds on both days in 2022, and many traders reported their best trading day ever on Saturday or Sunday, or for some, both days! Many have already booked their pitches for 2023. Please note that pitch prices are for the whole weekend.



PLEASE NOTE – WE DO NOT SUPPLY TABLES OR CHAIRS SO PLEASE BRING YOUR OWN

CHARLESTOWN CHRISTMAS MARKET 2023 BOOKING FORM

	Price for 1 or 2 pitches	No. of pitches reqd.(8ft x 6ft)(2.5m x 1.8m)	Deposit reqd. @ £50 per booking	Wall space preferred? (not guaranteed)	Total cost	Amount sent
Sports Hall	£125 £225					
Drama Studio Charities = (£50) Commercial traders = (£80)						
Outside caterer (up to 15ft)	£175					

**You can pay either the deposit (£50 per booking) or full payment in advance
Please note – Dibb Events is not VAT registered**

Your name

Business Name

Address for correspondence

Telephone: Mobile

Landline

Email address

Website

Business description – what products you sell

Products description – where your products are made and who makes them

Please send cheque, made payable to Dibb Events, or transfer deposit to Dibb Events 40-21-42 a/c 40006394. See other payment options below. An invoice for final payment will be sent for settlement 4 weeks prior to the event. **Please return this form to: Dibb Events, 3 Charlotte Gardens, St Austell, Cornwall, PL25 4PS or send electronically to alan@dibbevents.co.uk**

Booking Conditions

- 1 A deposit per pitch is required with booking. For amount see booking form above. Pitches are approximately 8ft x 6ft (2.5m x 1.8m). We are able to allocate unusual sizes (e.g. 1.5 pitches) by agreement. Please note that the 8ft dimension is your frontage.
- 2 Dibb Events reserves the right to accept or reject bookings to keep a balance of business types, and on grounds of quality.
- 3 By submitting this Booking Form, you are agreeing to our conditions of booking as detailed in this document.
- 4 **Payments**

Cheques	Dibb Events
Bank Transfers	Sort Code 40-21-42 A/C No. 40006394
Business address	Dibb Events, 3 Charlotte Gardens, St Austell, Cornwall PL25 4PS.
- 5 **Refunds** If you need to cancel your booking, a full refund will be made if you are able to find a suitable replacement trader, otherwise your deposit will be retained by the organizer. If you have paid more than the minimum deposit, any excess beyond your deposit will be returned.
- 6 If you require electricity on your stand, please bring an extension cable and 4-way splitter in case your pitch is some distance away from the nearest power outlet.
- 7 Exhibitors are responsible for removing their own rubbish at the end of each day.
- 8 The trading hours are 11am to 4pm each day. These are the hours during which the stands must be open to the public. We aim to present the best possible show for visitors, hence early dismantling is not allowed. If you sell out, please leave your stand in a tidy state and return at the end of the normal trading hours to break down your stand. Set-up details will be sent to you nearer the date of the event.
- 9 Dibb Events will do all it can to assist traders. This will include covering your stand whilst you need a short break etc. Whilst this is our ambition, it cannot be guaranteed as it depends on many factors.
- 10 You are responsible for your own public liability insurance. Electrical equipment will need to have been tested for electrical compliance, and Basic Food Hygiene certificates will be needed where food is cooked and offered as samples or for sale. You will be expected to comply with any current regulations governing the sale of your goods or services.
- 11 You are highly recommended to take out cancellation insurance if you stand to suffer losses if the event has to be cancelled or postponed.
- 12 Covid-19 has been a major factor since January 2020, and we cannot be certain that events such as the Charlestown Christmas Market will be able to run as it has in previous years. There may be certain restrictions in place imposed by outside agencies, in which case traders will need to comply with these regulations.

VERY IMPORTANT NOTE

We pride ourselves on maintaining very high standards with our choice of traders and the products they sell.

We do understand that some items are necessarily sourced from other countries, e.g. some traders import semi-precious stones to turn into jewellery. Also, none of us could have a cup of tea or coffee at our events if we banned all imports! We also understand that some traders do import ethically produced goods as a way of enhancing their overall offering, or because they are supporting those in greater need than ourselves, but we do insist that there is no attempt to pass off imported goods as locally produced.