



EXETER CATHEDRAL CHRISTMAS MARKET

Exeter Cathedral Christmas Market Saturday 16th November – Thursday 19th December 2019

Application form

Deadline for application forms with all relevant documents is Monday 10th June

Exeter Cathedral needs to generate £1.5m of income each year to open its doors. All the profits made from the Christmas Market will help contribute towards the enormous costs needed to maintain 900 years of history in the heart of Exeter for future generations.

EXHIBITOR DETAILS (block capitals or type please)

Company Name: _____

Trading Name: _____

(If the trading name at the Christmas Market is different from your company name)

Contact Name: _____

Postal Address: _____

Post Code: _____

Email Address: _____

Daytime Telephone: _____

Mobile Telephone: _____

Website Address: _____

Contact Details to be used on our website:

Phone: Yes ☐ No ☐ Email: Yes ☐ No ☐

Have you exhibited at Exeter Christmas Market before? Yes ☐ No ☐

If yes, when: 2013 ☐ 2014 ☐ 2015 ☐ 2016 ☐ 2017 ☐ 2018 ☐

Will you be sharing your chalet with another trader? Yes ☐ No ☐

If yes, please supply the name of their chalet/business _____

Has your proposed sharer completed an application form? Yes ☐ No ☐

All sharers must submit individual application forms with all the relevant supporting documents and samples.

WHAT ARE YOU SELLING?

Please select which category your merchandise best fits into; if you intend to sell a range of products please state how they will be divided over the various categories (e.g. accessories 50%, jewellery 30% and clothing 20%):

<input type="checkbox"/> Accessories	<input type="checkbox"/> Candles	<input type="checkbox"/> Children's Toys
<input type="checkbox"/> Clothing	<input type="checkbox"/> Decorations	<input type="checkbox"/> Food & Drink
<input type="checkbox"/> Gardenware	<input type="checkbox"/> Glassware	<input type="checkbox"/> Homeware
<input type="checkbox"/> Paintings/Prints	<input type="checkbox"/> Pottery/Ceramics	<input type="checkbox"/> Photography
<input type="checkbox"/> Stationary/Books	<input type="checkbox"/> Toiletries	<input type="checkbox"/> Woodcraft
<input type="checkbox"/> Other – Please give details		

Product description please give as much information as possible as this information will be used in our selection process and will reduce the possibility of duplications (attach additional pages and pictures where applicable).

If you have not declared a product you intend to sell at the market you will not be permitted to do so when you arrive on site. No exceptions!

All traders must supply:

- A detailed description of what they wish to sell – Please include all items
- Photographs of their products and their stand at a previous event or at ECCM
- Provide two samples of products (If you require your samples back please supply either a SAE or a cheque to cover the postage)

Please use an extra sheet if needed.

Please note this does not guarantee you will be allocated any of your preferred choices. Chalet allocation is at the discretion of Exeter Cathedral and will depend on the final overall layout of the market.

Preferred Location	A - D
1 st Choice	
2 nd Choice	

PAYMENT

Please indicate below how you wish to make payment.

Payment by cheque: please make cheques payable to 'Exeter Cathedral Enterprises Ltd'. (Please make sure your full company name is written on the back of each cheque). No cheque will be banked until a chalet offer from Exeter Cathedral has been confirmed by the exhibitor.

Payment by Credit/Debit Card and BACS: By signing this application form you agree to adhere to our payment schedule. Failure to adhere to this may result in re-allocation of your chalet, please see details in our Terms and Conditions.

Please tick/delete as appropriate:

I enclose Instalment one (40%) £_____	
I enclose two further post-dated cheque for instalment two (30%) and three (30%)	
If your application is unsuccessful, may we safely destroy your cheques, if not please supply a SAE with your application form	Yes/ No
I will pay my deposit by BACS/credit card/debit card	
I will pay my further instalment by BACS/credit card/debit card	
I am applying for a catering stall and include details of my registration with my local authority	
I am applying for a catering chalet and enclose my hygiene rating certificate	
I wish to have my samples returned and include either royal mail stamps or a cheque for postage.	

DECLARATION

No application forms will be processed unless this form is signed (a typed signature will not be accepted).

I/We certify that to the best of my knowledge, the information supplied on the Application Form is true and accurate.

I/We have read the Exeter Cathedral Christmas Market 2019 Terms and Conditions and General Information Document and agree, and undertake to comply, with all terms and conditions therein. In signing this application form I/we indemnify Exeter Cathedral Enterprises Ltd, The Dean and Chapter of Exeter Cathedral and their staff against any claims, payments, costs or losses resulting from any failure on my/our part to comply with the said Terms and Conditions.

I/We understand that this indemnity also covers any exhibitors I/we may wish to share my chalet with (subject to Exeter Cathedral Enterprises Ltd approval).

I/We give permission for my/our exhibitor contact details to be stored on an electronic storage and retrieval system which will be created for the exclusive use of those involved in the organisation of the Exeter Cathedral Christmas Market. It will not be used by any third party without prior consent.
I/We give permission for my/our exhibitor contact details and product description, as indicated above, to be published on the Exeter Cathedral website and in the Christmas Guide.
I/We undertake to take out public liability insurance to the value of £5million, and to ensure that exhibitors sharing our chalet will do the same. I/We agree that copies of this documentation will be submitted in advance of the event.
I/We agree to pay the instalments as they fall due and understand that the chalet may be reallocated if payments are not made by the due date.

Signature: _____

Date: _____

Completed forms and supporting documentation should be sent to:

Cressida Peers
Events and Christmas Market Manager
1 The Cloisters
Exeter
EX1 1HS

christmas.market@exeter-cathedral.org.uk