



# EXETER CATHEDRAL CHRISTMAS MARKET

## Exeter Cathedral Christmas Market 2022

Friday 18<sup>th</sup> November 12 noon - Sunday 18<sup>th</sup> December 5pm

### Application form

The deadline for Applications is Friday 10<sup>th</sup> June.

You will be informed if your application has been successful by Monday 17<sup>th</sup> 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

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, which year(s) \_\_\_\_\_

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 |   |  |

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**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 a SAE other we are unable to return them)

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Do you produce what you sell? \_\_\_\_\_

If the goods you plan on selling are imported, which country (or countries) do they originate from?

Approximate price range of your products: \_\_\_\_\_

What is your target market? \_\_\_\_\_

**WEBSITE TRADER LIST**

If your application is successful we will add you to our list of traders on our website and our Christmas Event Guide. We therefore require a brief description of the products you will be selling at the Exeter Cathedral Christmas Market. Please keep this to a maximum of 20 words.

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**CHALET SIZE AND TYPE**

What sort of chalet do you require? (Please give order of preference). Please refer to the 'General Information' document for dimensions and specification.

Small Chalet Retail/Fresh Food/Alcohol			Small Catering Chalet Fast Food	
Large Retail Chalet Retail/ Fresh Food/Alcohol			Large Catering Chalet Fast Food	
I want to bring my own				

**PREFERRED LOCATION**

Please indicate in order of preference your preferred location using the documents "Market Map" and "General Information". 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. The layout will be subject to change as required by both the Government and/or E.C.C.

Preferred Location	A - D
1 <sup>st</sup> Choice	
2 <sup>nd</sup> Choice	

All Exhibitors who wish to display their goods outside of their chalets on the floor/ground space will be subject to a surcharge of £50 + vat for the duration. You may request this additional space but please note this does not guarantee it will be allocated due to limited availability of locations in the market.

I wish to apply for additional outside space Yes  No

**POWER**

A supply of electricity is included in the chalet rental and is allocated based on size of chalet and product sold.

**Retail, Fresh Food and Alcohol**

- Small Chalets: - 8 Amps
- Large Chalets: - 16 Amps

Small Chalets can increase their power supply from 8 Amps to 16 Amps for £120 + vat for the duration of the market

**Catering**

- Small Catering Chalet: - 16 Amps
- Large Catering Chalet: - 16 Amps

Catering Chalets can increase their power supply from 16 Amps to 32 Amps for £240 + vat for the duration of the market

Catering Chalets can increase their power supply from 32 Amps to 64 Amps for £480 +vat for the duration of the market

Fridge trailers can be accommodated by prior agreement only for £240 + vat for the duration of the market.

I wish to increase my power my Chalet - please state your requirements

I wish to bring and store a refrigerated trailer to the market - please give details

**PAYMENT**

Chalet payment is by BACS only, other payment methods may incur additional charges.

Payment by BACS: By signing this application form you agree to adhere to our payment schedule, point 6, in the Exhibitor Agreement. Failure to adhere to this may result in re-allocation of your chalet, please see details in our Terms and Conditions.

Please tick as appropriate:

I am applying for a catering chalet and include details of my registration with my local authority and enclose my hygiene rating certificate	
I wish to have my samples returned and include royal mail stamps/stamped address envelope	

**DECLARATION**

No application forms will be processed unless this form is signed.

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 2022 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:**

**Catherine Escott  
Chief Operating Officer  
1 The Cloisters  
Exeter  
EX1 1HS**

[christmas.market@exeter-cathedral.org.uk](mailto:christmas.market@exeter-cathedral.org.uk)

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