**A black and white logo

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Application to trade at

**Croydon Harvest – featuring The Walnut Fair**  
5and 6 October 2024 11am – 4pm

**The market at Croydon Harvest is curated. There is space for 26 stalls on Katherine Street, and 12 gazebos/ trucks in Surrey Street. Additionally, there will be spaces left for regular Surrey Street traders – however some of these maybe available for vintage traders on the Sunday.**

**If you are selected as one of our traders your application will be passed on to our events company, Think Events, who will finalise your application and then process payment. Regular Surrey Street traders’ applications will be processed by Fiona Woodcock.**

**You are advised to read the Terms and Conditions and FAQs before completing this form.**

| **A. YOUR DETAILS** | Please note that this application is for the named business/trader. If you would like to share a pitch with another business or an individual please also include their details at the time of application. |
| --- | --- |
| Contact name |  |
| Trading name |  |
| Address including postcode |  |
| What day/s would you like to trade? |  |
| Please describe your stall/what you sell in no more than 60 words. *Note this description will be used to help publicise your inclusion in the event.* |  |
| Are your goods hand-made/manufactured by you? Please describe your process in no more than 60 words. |  |
| Why would your goods suit our Croydon Harvest event? |  |
| Where do you usually sell? (Please name markets / fairs, websites online platforms etc.) |  |
| Are you a regular trader on Surrey Street? |  |
| Email address |  |
| Contact number |  |
| Mobile on the day if different |  |
| Social media handles / website |  |
| Please give the name of your Public Liability Insurance (PLI) provider and expiry date of your cover. | INSURER NAME:  EXPIRY DATE:  INSURANCE LIMIT:  (min £5million) |
| **B. UNLOADING REQUIREMENTS** | THIS INFORMATION IS ESSENTIAL TO ENSURE THAT UNLOADING RUNS AS SMOOTHLY AS POSSIBLE. ONLY ONE VEHICLE PER STALL PLEASE. |
| How will you be travelling to Croydon Harvest? | Car / van  Taxi / Public transport |
| Your vehicle’s registration, make and colour. If you’re bringing a van or trailer, please state and include size for any large vehicles. |  |
| **C. STALL REQUIREMENTS**  **On Katherine Street we will provide a traditional covered stall measuring 2.1x2.1m (work surface size 2.1m long, 0.9m wide)** |  |
| Would you like to trade on Katherine Street or Surrey Street |  |
| Do you need electricity? If so, what for?  (NOTE: power points are limited to Surrey Street only and the electric supply there is limited to 2,000 KW).  No generators allowed. |  |
| Would you like to bring clothes rails or other display furniture? If yes, please give approx. size. |  |
| Please state if you wish to bring your own gazebo/food truck. Space will be limited at 3x3m.  We will have a limited number of tables/seats for our customers to sit and eat.  **NOTE:** All gazebos must come with sufficient weights to secure them (Croydon is windy due to all the tall buildings). Gazebos/trucks will be on Surrey Street. |  |
| **I confirm:**  **I have read the terms and conditions**  **I have read and understood** [**Croydon Council Trading Licence Conditions**](https://www.croydon.gov.uk/sites/default/files/Business%20licences%20and%20tenders/Markets/Application%20forms%20and%20guides/Croydon_Street_Trading_Licence_Conditions.pdf)  **I have included at least two photographs of stock or links to social media?**  **Have you included details of PLI cover?** Do not send certificate at this stage.  **Please sign and return the form to** [**harvest.events.croydon@outlook.com**](mailto:harvest.events.croydon@outlook.com) **before 12pm 20th September**  **Signature: Date:** | |

**Terms & conditions**

**Stallholders**

* Each stall is for the named Trader or Business who has booked it. Please do not sub-let or share your stall with someone else unless you have agreed this with us in advance.
* It is a condition of contract that you have read and comply with [Croydon Street Trading Licence conditions](https://www.croydon.gov.uk/sites/default/files/Business%20licences%20and%20tenders/Markets/Application%20forms%20and%20guides/Croydon_Street_Trading_Licence_Conditions.pdf)
* Please do not drink alcohol or smoke in your stall.
* Good hygiene is encouraged, please wash/sanitise your hands after dealing with cash/doing any mucky jobs.
* Please treat all customers, staff and other traders with respect.

**Sale of goods**

* Any homemade/craft/art/beauty items, or any repurposed or ‘upcycled’ items must be hand-made by you, and not imported or mass-produced.
* Any food stall holder should know the origin of all the products for sale and should be able and willing to communicate this on the website and to the buyers directly.
* Goods, and their constituent parts, must not be illegal for sale.
* Alcohol cannot be sold to minors. Alcohol samples cannot be given to minors.
* No tobacco or vaping products will be permitted. No Cannabis products nor medicinal mushrooms will be permitted.
* Goods cannot be carried on the stall that include swear words or sexual innuendo.
* Goods should be priced at retail (not trade) prices. We recommend a good cap for prices is a maximum £40. Each stall should have at least a few reasonably priced affordable items.
* All goods should be priced inclusive of VAT
* Counterfeit goods must not be sold.
* All traders shall comply with all health and safety legislation and where food is sold they shall also comply with all food hygiene legislation.
* All Licensed Street Traders who sell Food Stuffs from must ensure they are [registered as a food premises with the Council](https://register.food.gov.uk/new)

**Unloading & Set-up**

* Information concerning arrival and set-up will be sent by email approximately one week before the event.
* Please do not bring more than one vehicle to the event, unless you have agreed this with us in advance.
* There will be limited support on the day to help with loading/unloading. Please let us know in advance if you have any access requirements or will need any other additional support.
* You can drive on to the site between 8am and 9.30am; and collect goods after 4.15pm. Cars will not be allowed on site at any other times.
* Always be mindful and respectful when parking/stopping/unloading/loading of other traders and do not block the passageway of others.
* If your pitch/stall is on a pedestrianised area you must drive with your hazard lights on at all times.
* Your vehicle must be moved away as soon as your goods are unloaded. Trader parking varies depending on the venue and information will be sent one week in advance.
* If you are bringing a gazebo you must bring appropriate weights (min 30kg). Failure to provide your own weights on the day may result in cancellation of your pitch.
* Do not extend beyond the extent of your space. Fire routes and visitor circulation areas must be left clear. Traders may be asked to move items if deemed by organisers to be causing a blockage or otherwise hindering visitor movement.
* Rails and additional tables are not available and are not allowed unless arranged in advance.
* Traders cannot take up more space than allocated.
* Do not use nearby shop fronts or other buildings to display your goods.
* Stall holders are responsible for their own rubbish and should take it home with them. Bin bags can be provided.
* Food waste must be disposed of in line with the Trading Licence conditions (link above).

**Pitch fee payment**

* Please do not make payment until you have received an invoice from Think Events/Fiona Woodcock.
* Your pitch may be offered to someone else on the waiting list if payment is not made by the required date on your invoice.

**Pitch fee**

* Fee for Katherine Street stalls are £40 for the Saturday and £35 for the Sunday.
* Fee for food trucks or large gazebo pitches are £60 for the Saturday and for the Sunday (each day).
* Regular Surrey Street traders will be charged their usual fee.
* Fee includes a mandatory £10 per day [trader licence](https://www.croydon.gov.uk/sites/default/files/Business%20licences%20and%20tenders/Markets/Application%20forms%20and%20guides/Croydon_Street_Trading_Licence_Conditions.pdf) fee.
* Food trucks/traders’ fees include a mandatory £20 per day admin fee (these does not include regular Surrey Street traders whose paperwork is up to date).
* As this is the first time we have run this event, we are making **an introductory offer to refund the non-mandatory parts of the fee** to traders who are present at the event as per their original booking. *For example, you book a Katherine Street stall for Saturday and Sunday. Think Events will invoice you for £75 which must be paid by 27 September. You run your stall on both the Saturday and Sunday as planned, Think Events will refund you £55.* See FAQs for more details.
* No guaranteed refunds for cancellations.
* If the event is cancelled by the organizer for any reason, the entire pitch fee will be returned to you.

**PAYMENT OF PITCH FEE WILL BE TAKEN AS ACCEPTANCE OF THESE TERMS & CONDITIONS.**

**Frequently asked questions**

**How much does it cost to trade at the Market?**

Katherine Street 2.1x2.1m stall:

Saturday £40

Sunday £35

Surrey Street Truck/gazebo:  
Saturday £60

Sunday £60

Regular Surrey Street traders pay their usual fee

All pitches must be pre-booked and pre-paid and you will be asked to pay by bank transfer once the pitch is confirmed. If you attend the event as per your original booking, you will be refunded by bank transfer all but the mandatory fees outlined above approximately seven days after the event.

**How much do I get returned after the event if I honour my booking?**

2.1mx2.1m stall:

Saturday £30

Sunday £25

Gazebo:  
Saturday £50

Sunday £50

Food truck/trader:

Saturday £30

Sunday £30

No returned fees for Surrey Street traders.

**If I sell jams, teas or cake does that count as a food truck/trader?**

Any trader selling packaged store cupboard food products or cakes/bread etc. must ensure they are [registered as a food premises](https://register.food.gov.uk/new). The sale of such goods does not however mean you need to apply as a food truck

By food truck/trader we are referring to those selling lunch, breakfast goods or drinks, such as a jerk chicken truck, a coffee and cake tuk tuk, a souvlaki stall.

**Do I need insurance?**

All traders must have at least £5million in public liability insurance.

**Can I park by my pitch?**

You can drive your vehicle UP TO your pre allocated pitch for unloading and loading back up. It cannot be brought on site in the morning before 8.30am nor left on site past 9.45am, or during the market. You can bring your vehicle back on site from 4.15pm to load. Please take extreme care when driving your vehicle on-site – there are ALWAYS pedestrians about.

A road closure will be in place between 10am and 6pm on Katherine Street, traders will have access to collect their goods after 4.30pm.

You will be issued with a permit to drive down Surrey Street.

We are trying to source a deal with a local car park and will email you about this with stall confirmation.

**Are stalls, gazebos and work surface provided?**

You may book for a 2.1x2.1m stall which has a work surface and a roof cover. Please note, you will have a neighbouring stall on one side. There will be enough room to allow traders to get to the front easily.

See images for reference: 



We cannot provide gazebos. If you are bringing your own, your pitch size is 3m x 3m. The gazebo must be of commercial quality with weights. Please ask Think Events if you need confirmation of what is classed as ‘commercial’.

You may bring a fold up chair with you, these will not be provided.

**Can I bring my own table?**

Traders bringing a gazebo need to bring their own tables/chairs/stall dressings.

Traders bringing trucks may bring one small table to place alongside the truck.

Other traders cannot bring additional rails/tables etc. without prior approval.

All traders are advised to bring a small and/or fold up chair with them.

**Are there toilets?**

Toilets will be available in Croydon Clocktower, Katherine Street.

Security maybe able to watch your stall whilst you go to the bathroom but this is not guaranteed.

**Can I leave goods/my truck overnight?**

No

**What time can I arrive?**

You can unload from 8.30am precisely. It is very important that you do not come on site ANYTIME before 8.30am.

**Can I choose my pitch?**

Your pitch will be allocated to you via email on the Tuesday or Wednesday before the market.

**If I cancel my booked pitch, can I get my money back?**

If you cancel and we cannot fill your pitch, you will not be offered a refund.