



## Late Night Shopping Event Stall Application

**Wednesday 1st December 2021 6pm – 9pm**

The Steypning Business Chamber Committee have decided we will be, once again, holding our traditional street style Late Night Shopping event this year. All applicants must be aware of Covid regulations for themselves as individuals stall holders. We hope the event will help to support both Steypning's High Street retailers and small artisan businesses without retail premises.

We hope all the High Street Businesses will take this opportunity to open to create a whole town Christmas atmosphere. We expect to have music and entertainment as we have in previous years but will be in line with restrictions. We are asking for donations to help fund this event as we have been unable to do any fundraising in the last 18 months.

We will be closing the High Street from **1.30pm** to allow for stall erection. We ask stall holders to arrive no earlier than **4.45pm unload and remove your vehicle BEFORE setting up.**

We hope you will join us. Stalls will **not** be available on a first come first served basis but will be selected from applicants to produce a balanced event. You need only apply if your business fulfils one or more of the following criteria:

- Handmade goods (Must be made in Sussex)
- Locally produced Food
- Locally produce Drink
- Use local ingredients (local being sourced up to 40-50miles)

We ask you to apply as soon as you can, and those who are selected will be asked to pay promptly, failure to do so could forfeit your pitch.

### **Cancellations**

Cancellations will result in the loss of the stall fee.

If the organising committee is forced to cancel, we will retain 50% of the fee to cover pre-event costs.

**We will be providing stall lighting but please do not rely on this as it can be unpredictable, we would actively encourage you to provide your own battery lighting and Christmassy decor.**

You will need to remove your vehicle from the High Street by **5.30pm at the latest.**

**APPLICATION DEADLINE: MONDAY 1st NOVEMBER**

If you would like to take part in the event, please complete and return the booking slip below ASAP so we can assess all applications, make selections, and confirm acceptance.

The cost of a pitch, to include a covered stand, and table 2m x 1m (covered stand 2.5m x 2.5m) is £80 (£60 for Chamber members) for hot food vendors. £60 for all other stalls (£40 for Steyning & District Business Chamber members)

Please confirm - I have read the Terms and Conditions. TICK

These Terms and Conditions apply to all businesses participating. If you are selling food or alcohol, you must have the relevant documentation available for inspection. All Stall holders must have PUBLIC LIABILITY INSURANCE up to £5,000,000 cover.

Contact name .....

Company name .....

E-mail .....

Business address.....

Public liability insurance: policy number.....

Under writer.....Expiry date.....

Mobile Tel.....

Website/Facebook Page.....  
(So, we can see images of products for selection)

Full details of products.....

Please reserve me a Pitch @  
£80 (£60 for Steyning & District Business Chamber Members) Hot food vendors or  
£60 for all other stalls (£40 for Steyning & District Business Chamber Members)

Applications close: Monday 1st November (applications past this date will not be considered)

Please sign below to confirm you have read and agree to the terms and conditions

Signed.....

Please print this form, complete, and email a LEGIBLE copy ASAP

to: e-mail: [events@steyningchamber.co.uk](mailto:events@steyningchamber.co.uk)

**READ TERMS & CONDITIONS ON NEXT PAGE**

## Term & Conditions

### Steyping & District Business Chamber Late Night Shopping Event

**Wednesday 1st December 2021**

- The Event takes place from 6pm to 9pm in the High Street. The High Street will be closed to traffic from 1.30 pm to 11 pm, except to those with passes.
- Whilst we hope to be ready for vehicular access from 4.45pm this is subject to all the stalls being erected and no workers in the street.
- No vehicles will be permitted access to the High Street after 5.30pm.
- All stallholders must ensure their vehicles are removed from the High Street by 5.30pm and will not be permitted to re-enter before 9.15pm except with permission of the organisers
- The location of the pitches will be decided by the Organisers.
- The organisers reserve the right to refuse applications.
- Steyping & District Business Chamber accepts no liability for any accidents, loss, or damage, howsoever caused.
- The organisers require all stallholders to have their own Public and Product Liability Insurance to the cover of £5,000,000
- Stall holders wishing to sell alcoholic drinks must apply for, and be granted, a Temporary Event Notice (TEN) through Horsham District Council. This includes the sale of Mulled Wine. The Chamber will require proof of the TEN for any stall holder selling alcohol and anyone without the appropriate paperwork will be asked to leave.
- The organisers regret that non-Chamber raffles or collection boxes will not be permitted.
- Stalls must always be manned during the duration of the event.
- Cancellations are non-refundable.
- If the organising committee is forced to cancel, we will retain 50% of the fee to cover pre-event costs.

