



CHRISTMAS CRAFT MARKET
FRIDAY, 22 NOVEMBER 2019
6.00PM – 9.00PM

Thank you for your interest in our Christmas Craft Market. To apply for a stallholder place, please complete this form and e-mail it to info@letchworthsettlement.org.uk or post it to: Letchworth Settlement, 229 Nevells Road, Letchworth Garden City SG6 4UB.

Deadline for completed booking form: 20 October 2019.

We will let you know if your application has been successful by 25 October 2019.
DO NOT SEND PAYMENT NOW. You will be asked for payment if your application is successful.

Name:	
Trading Name:	
Address:	
Post Code:	
Telephone No:	Mobile:
Email:	
Website/social media:	

Please list in the box below all the items you sell:

Please select a category that best describes your goods:

Clothing		Jewellery		Art / Photography		Plants/flowers	
Food & Drink		Beauty/makeup		Franchise eg Avon		Charity	
Toys		Gifts		Handicrafts		Pet products	
Xmas Decs		Cards		Ceramics / Glass		Health/fitness	

Are your goods:

Handmade		Manufactured		Mixture of both	
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Preference is given to handmade goods. Please supply a link to your website or images of your items for sale.

Soft toys for sale must conform to all necessary safety standards.

Your stall requirements:

Standard stall (5' x 2'3" table) plus chair	£15	
Standard Plus Stall - as above plus 3x2ft space for own side table / rail	£20	
Electricity required? Limited availability		
Wall space required? Limited availability		
Other equipment you propose to bring e.g. stands/screens/displays/props. These must fit within the table area. If not, you will need to purchase a Standard Plus stall.		

Stall holders will be admitted from 4.30pm. There is free parking but please double park at the far end of the shingle car park once you have unloaded. Light refreshments will be available.

For Office use only

Date form received	
Decision	
Date response sent	
Payment type	
Date payment received	
Stall area allocated	
Stall number	

Privacy Notice

Letchworth Settlement collects and process basic contact information for the legitimate purposes of organising and marketing Letchworth Settlement fund raising activities and events. This data is used solely for the purposes of Letchworth Settlement activities and is not shared with any third parties. The legal basis for processing is in line with the legitimate interests of Letchworth Settlement. Should you wish to have your personal information removed from our records, checked for accuracy or have any other queries please contact the office.

