

CALLINGTON TOWN MARKET

Booking Form 2026

Please submit this form to market@callington-tc.gov.uk. Subject to availability you will then be contacted and asked to make payment which will then confirm your space. Markets will be held inside the main Town Hall with possible overflow into the Pannier Market.

Please note: Dates & Times may be subject to change. Stallholders are selected based on their product and locality.

Venue: Callington Town Hall, New Road, Callington. PL17 7BE

Trade: 10.00am – 2.00pm

Pitch Space: **Outside** maximum 3m x 3m (10ft x 10ft).

Inside maximum 1.8m x 1.5 m (6ft x 5ft)

1 x 6ft table and 1 chair provided for all pitches.

Cost: £10 per pitch

Your Name:

Company Name:

Email:

Address:

Tel No:

Product Category (eg. ceramics, beauty, charity, food):

Description of your products:

Price Range of Products:

Public Liability Insurance Enclosed/Attached: YES / NO

Renewal Date:

Months you are interested in attending: Feb, Mar, April, May, June, July, August, Sept, Oct, Nov, Dec

Your stall booking will only be confirmed when payment has been received.

By signing this form you are entering into a contract between yourself and the Organisers and as such you agree to abide by our terms and conditions below.

Signed:

Date:

Terms and Conditions – Callington Market

I hereby agree that this booking form shall form a contract between myself and the Organisers of Callington Market.

I/we hereby undertake to abide by the instructions given by the organisers of the above event.

- Cancellations will only be accepted in writing.
- **Refunds may be possible at the discretion of the Clerk and/or Chair**
- The event organisers reserve the right to refuse any application or decline further bookings from an individual without explanation.
- No liability will be placed on the organisers for losses incurred by exhibitors whilst planning for or preparing for the event.

All stallholders must have their own **Public Liability Insurance**. Please send a copy with your booking form or bring it with you when you attend—**failure to do so will mean you cannot trade**. It is your responsibility to ensure you trade **legally and safely** at all times.

All exhibitors selling food items must also provide a **current Food Hygiene Certificate**.

Your assigned space is to be used solely for the items specified on your application form. Your booking will be taken on the basis of the information provided. You may not display or sell items not listed, or items the organiser deems inappropriate.

The exhibitor must immediately comply with all directions given by the organisers and staff.

Set-up and presentation of stalls:

- There will be **strictly no admittance to the venue before the stated set-up time**.
- Stall space allocation is carefully planned prior to each event. **No changes to stall locations will be permitted on the day**, so please confirm any special requirements in advance.
- Stalls must be **fully set-up by 10:00am** and remain open until at least **2:00pm**.
- The Town Hall will open at **8:00am** for set-up. You will be allocated a time slot for unloading and loading, as space is extremely limited. Depending on location.
- All **electrical appliances** brought onsite must be in **good working order**.
- You may display your work however you choose, but ensure that all display racks, shelving, lighting or signs are **stable, secure, and non-hazardous** to other stallholders or the public.
- Please be mindful of low-level signs or displays that protrude from your stall. You may be asked to reposition items that pose a safety risk. Your full cooperation is expected to ensure the safety of your fellow traders, your customers, and your stock.
- **Stalls must not be dismantled** until the official end time of the Market. Packing up early may result in cancellation of current and future bookings, **with no refund**.

Waste, noise, and environmental compliance:

- **No music or amplification** is permitted to be used by stallholders during the event.
- Please **take all rubbish with you** and leave your space clean and tidy.

Compliance with Environmental Legislation:

All stallholders must comply with **The Environmental Protection (Plastic Plates etc. and Polystyrene Containers etc.) (England) Regulations 2023**, which prohibits the use of certain single-use plastic items. This includes, but is not limited to, single-use plastic plates, bowls, cutlery, and polystyrene containers.

It is your responsibility to ensure that any packaging, serving materials, or food containers used are compliant with this legislation. Non-compliance may result in your removal from the event and exclusion from future bookings.

Most importantly we are here to help, please feel free to reach out with any questions or concerns before or during the event.

Privacy Notice for Callington Market booking

Callington Town Council is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your Callington Market booking.

The legal basis for processing this data is to enable the Council to process the contract. If you include any personal details on this application on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, is The Town Hall, New Road, Callington PL17 7BE.

We will keep your data for six years plus the current financial year, which runs from 1st April to 31st March. Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <https://callington-tc.gov.uk/>

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can withdraw or change your consent at any time.

- ☐ We may contact you to keep you informed about what is going on in the Council's area including news, events, meetings and activities. These communications may also sometimes appear on our website, or in printed or electronic form including social media.
- ☐ We may use your name and photo in our newsletters, or on our website, or our Facebook page.

KEEPING IN TOUCH

- ☐ Yes please, I would like to receive communications by email.
- ☐ Yes please, I would like to receive communications by telephone.
- ☐ Yes please, I would like to receive communications by mobile phone including text message.
- ☐ Yes please, I would like to receive communications by social media including Facebook.
- ☐ Yes please, I would like to receive communications by post.