



SLEAFORD CHRISTMAS MARKET

Sunday 27th November 2022

Sleaford Town Council
The Town Hall
Quayside House
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Lincs
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Dear Trader

SLEAFORD CHRISTMAS MARKET 2022

Thank you for applying for a pitch at Sleaford Christmas Market 2022. It's going to be a fantastic day and the fact you're joining us will make it even better!

The Market will be held on Sunday 27th November 2022 and will open at 11.00am, running through the afternoon, to finish at 4.30pm. The event will be held in Sleaford Market Place, Eastgate Green and Eastgate Car Park, with other possible venues too if they are required.

The Christmas lights switch on will be held at 4.15pm, after the Christingle Church Service at St Denys' Church. There will be entertainment all through the day, together with many exciting attractions.

We will be letting traders set up from 8.30am on the day and we will have a local security company at all sites.

Further details will follow nearer the date of the event, but traders will be required to move their vehicles from the sites as soon as possible once you have set up, so that no one gets stuck and the roads are clear for the opening time. We are sure you will then be visited by lots of customers and don't forget to bring any advertising leaflets or business cards, so people remember you throughout the year! Please note that there will be no road closures this year.

As you will be aware with all events that take place, there are certain codes of conduct etc that need to be looked at and certain forms that need to be filled out promptly and with clarity. This makes it easier for us and yourselves, so that our Christmas Market can run smoothly. Please could you fill out the pitch booking form, sign and date it and send it back with your full payment at your earliest convenience, together with your public liability insurance.

Payment can be made by cheque, made payable to 'Sleaford Town Council' or cash directly to the Sleaford Town Council offices, or by Bank transfer – Sleaford Town Council, HSBC, Sort Code 40-22-19, Account No. 41889168. Please put your payment reference as 'Christmas.'

We are asking everyone to return their forms and full payment by 17th October 2022.

All costings are clearly marked on the forms and if there is anything that you do not understand or need help with, please do not hesitate to contact us, as we are here to help with anything you need.

Once we receive all your forms back and your payment, we will send you a confirmation email, which is confirmation of your booking. We will then contact you again later in the year, in early November, to let you know where your pitch will be. At this point in time, we are unable to guarantee any preferred locations for your pitch. Unless you have booked a place inside the marquee, please note that your booking for an outside pitch will be for the pitch only as we are unable to provide stalls and gazebos.

In order to provide a wide range of goods for visitors to the event, we will cap any stalls that are duplicated and this will be on a first come, first served basis.

Please keep an eye on our website www.sleaford.gov.uk and our Facebook page for all the up to date information about the event throughout the year.

Thank you very much once again for considering Sleaford Christmas Market and we are looking forward to seeing you there on what will be a great, fun filled day!

Kind Regards,

Sleaford Christmas Market Team