**Christmas Market Stallholder Information**

**General Info:**

Artist & Makers Craft Market on Saturday 14th December 2019.

This will be located at spudWORKS, Station Road, Sway, SO41 6BA.

Following our Summer Craft Market, we are now preparing for an even bigger and better Christmas Market.

This will be open to the public from 12pm – 6pm.

We will be creating a festive feel to the market with festoon lights strung around the car park.

In addition to this we encourage you to bring your own festive lights and decorations (ideally battery operated).

We have available spaces both inside the main building and outside in the car park area.

We take care to select stalls that we think would be most suitable for this event.

Naturally we are keen to have a festive flavour to the stalls as well.

The outside spaces will cost £20 for the day. This is for a 3m x 3m space.

The inside spaces will be approx. 2m in length and these are available for £15.

Please bring your own tables, gazebos if outside and equipment.

**Parking & Set-up:**

There will be no parking on site however there is space for cars to drop off equipment. There is free parking throughout the entire village.

Cars will be able to drive into our site to drop off equipment only. After removing your car from the site, you can set up your stall at your own pace.

To ensure this process runs as smoothly as possible we will ask you to arrive at spudWORKS within a 30-minute time slot. For example, some stallholders will be asked to arrive between 9am and 9:30am. Others will arrive from 9:30 – 10am etc.

We will arrange your arrival time once your booking is confirmed.

This is to reduce the level of congestion in our car park and along our driveway and provides a fair opportunity for all stallholders to get set up without being obstructed.

**Payment & Booking:**

As we have a high level of interest, we are asking for payment in full to reserve your space. This payment will be non-refundable if you decide to pull out of the event.

If for whatever reason spudWORKS has to cancel the event, all stall holders will be refunded in full.

All proceeds go towards supporting the SPUD charity.

At the time of writing this information, we currently have 8 inside spaces and 12 outside spaces available.

If you would like to book a stall, we just need some contact information in order to prepare an invoice for you.

The Information we need is:

* Full name
* Home address
* Email address
* Contact phone number
* Stall type (inside or outside)
* Preferred Drop off time
* Description and photograph of what you are proposing to sell

If you are accepted to have a stall you will receive an invoice along with your booking confirmation and further information on how to pay.

Please do not make any payments until your booking is confirmed and you have received an invoice.

For more information on spudWORKS please visit: [www.spudworks.org.uk](http://www.spudworks.org.uk)  or you can follow @spudworks on Facebook.