**Trade Stand Application**

 **Kentish Wares 29th June 2017 6-9pm**

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| --- | --- |
| Contact details |  |
| Business name |  |
| Business type |  |
| Business website |  |
| Contact name |  |
| Contact number |  |
| Address |  |
| Email address |  |
| Please tell us a little about your business and why it's unique? |  |
| At what price point will you be selling your products? |  |
| Will you be offering products for consumption on the evening? (tasters or serving alcohol etc.) | YES NO Please provide details ……………………………………….. |
| Are you able to process card payments or cash only on the evening? |  |
| Do you have Public Liability Insurance?(Please supply a copy with your application) | YES NO If no, Maidstone Museum can provide it for you at an additional cost of £5. |
| Do you require any of the following | Electricity Table Indoor/Outdoor space |
| Do you hold a food hygiene qualification?(Please supply a copy with your application) | YES NO N/A |
| How did you hear about this trade opportunity? |  |
| Would you like your details to be held on file for suitable forthcoming events? | YES NO  |

Stall spaces inside the museum are limited to craft and art stalls due to the nature of the building however there is adequate space in the Café or either of the two courtyards for food and drink stands.

A non-refundable payment of £10 per stall space is required to confirm the booking prior to the event. All traders will keep 100% of their takings on the night. We ask that all traders assist in the marketing of this event via their own connections to support Maidstone Museum in making it successful. All traders give permission for images to be taken during the event and used for publicity via print, website and social media.

Once your application has been received, the Museum representative will be in contact to confirm your place and take payment. A receipt and confirmation email will then be sent.

Traders are required to supply materials in which to display their products on the evening. A table may be supplied if requested and available from the Museum.

Maidstone Museum and Maidstone Borough Council do not accept any responsibility for any damages which occur to your property/stock whilst on site. The Museum respectfully requires you to assist in informing the public they cannot eat and drink within the galleries, only in the designated areas.

Please return this form to annabellepearsall@maidstone.gov.uk or by post to Maidstone Museum, St Faiths Street, Maidstone, Kent ME14 1LH. Payment will be required to confirm your place.