

## Trading & Information Stall Booking Form

You are invited to apply for a trader or information stall at the Tall Ships Races 2023 in Lerwick.

Spaces will be available at the Trader's Village on Albert Wharf and a small number at the Main Stage area at Holmsgarth.

Demand is expected to be high, and you should note that your application does not guarantee an allocation.

Applications will be considered on merit and the final selection will include a range of products and services, at a range of price points, to appeal to the large and varied audience of around 10,000 people expected per day of the event.

### Your Business

<b>Business Name:</b>
<b>Address:</b>
<b>Contact Name:</b>
<b>Phone:</b> <b>Mobile number:</b>
<b>Email:</b>
<b>Website:</b>

Please note that joint applications may be accepted, but no sub-letting of stalls will be permitted.

Please provide a brief, honest and enthusiastic description of your business and/or products. We will use this in our promotional materials. Please limit to 100 words (we reserve the right to edit text.) Please also include any relevant promotional material and indicative prices.

**\*Please note that goods of an offensive or illegal nature will not be permitted**

**Your Requirements**

**Power** - Do you require a power supply? Yes/No

A contractor will supply all traders with electricity as required. There will be a charge for this of £60 + VAT per 16A circuit supplied. Power will be supplied through CEE form sockets within 5 metres of your stall.

No. Required

Detail the maximum power you will require in watts

**Personal Generators** are not permitted on site.

**Sound systems** – if you wish to play music in your stall, please detail here including PRS registration. Volume levels must be kept to a minimum.

**Insurance** – Proof of Public/Employer Liability Insurance cover must be submitted with this form.

**Water** is available at no charge from standpipes normally within 25 metres of your stall.

**Equipment – please indicate if you require:**

- 4ft folding table@ £8 per day. Quantity required:
- 6 ft folding table @ £10 per day. Quantity required:
- Chairs @£3 per day. Quantity required:

**Please note no pins, hooks or other fixings may be used to attach products or items to the marquee canvas. Please bring you own display boards or rails as required.**

**Litter** – You are responsible for the cleanliness and tidiness of your stall and the area around it. Waste should be segregated and disposed of according to instructions given.

**Polystyrene and environmentally unfriendly disposables, including single use plastics, are banned on site.**

**Vehicles & Staff** – Please indicate if you will require a vehicle pass for delivery of goods up to 10am each event day and note vehicle details if available. Please note no delivery vehicles will be permitted to access event sites after 10am, unless in exceptional circumstances and only on approval of the site manager and security supervisors.

Vehicle Pass – **Yes/No**

Make & Model of vehicle –

Registration number of vehicle -

Please indicate the total number of staff passes required:

**Stand size** – Stand sizes are allocated in 3m x 3m areas and will be a marquee style tent construction with open frontage, which can be closed when not trading. Stands will be provided as empty space unless other equipment is ordered and should be completely cleared of all property and refuse before you leave the site. A printed sign will be provided for the front of your stand, fixed above the entrance, with the business name as shown on page one of this application.

Although stand size and location cannot be guaranteed, we will endeavour to meet your requirements.

Each 3m x 3m section is charged at £400 + VAT. Stands must remain fully set up for all four days.

Stand size requested:

- 3m x 3m
- 3m x 6m
- 3m x 9m

Preferred location (please tick): Albert Wharf

Holmsgarth

**Disclaimer**

By signing and submitting this form you agree to pay all costs associated with taking part in the event and to abide by the rules and regulations of the event organiser, should you be allocated a space. A handbook detailing all requirements, and a letter of agreement will be provided on allocation of a stand space.

Shetland Tall Ships Ltd. will endeavour to ensure all sites are safe and secure and will operate a 24-hour a day security team on all event sites, including the Trader's Village area at Albert Wharf. Shetland Tall Ships Ltd. cannot, however, be held responsible for any loss or damage to property, and stallholders should ensure they are adequately covered by their own insurance.

Signed ..... Date .....

**Please return this form (no later than Friday 24th February 2023) to:**

Shetland Tall Ships Ltd, Albert Building, Esplanade. Lerwick, Shetland. ZE1 0LL

Or email to [info@tallshipslerwick.com](mailto:info@tallshipslerwick.com)