



Town Hall  
Market Place  
Saffron Walden  
Essex  
CB10 1HR



## Expression of Interest Spectacular Spring Makers Market

Full Name and Company Name if you have one.	
To be part of the market you must either live in, or have a business within Uttlesford please provide address with postcode  This is a requirements for the government funding, the market is aimed at supporting new local businesses	
Email address  Website if you have one	
Phone Number that can be used to contact you about the event if needed	
Type of Business & Products sold, please provide pictures if you feel necessary	
Signature:  <i>If under 18 adult signature is also required to agree to the young person being part of the event</i>	
Date:	

Please email your expression of interest for the Makers Market with pictures if needed to [bookings@saffronwalden.gov.uk](mailto:bookings@saffronwalden.gov.uk)

*Under 18's - If you are a young person trading at the event you will be asked for a parent / guardian to be present for the duration of the market.*

**Please note return of your expression of interest form does NOT confirm the pitch, the bookings officer will send you an email to arrange making the £20 pitch fee payment, once payment is received we will confirm your booking .**



Town Hall  
Market Place  
Saffron Walden  
Essex  
CB10 1HR



### **Frequently Asked Questions**

Where will the market be held, what are the set up and market timings?

The market will be taking place in the Town Hall, the market will be open between 10am – 3pm on Saturday 6<sup>th</sup> April, set up will be arranged with each trader, there will be the opportunity to set up on Friday between 9am – 3pm, setting up on Saturday will be between 7.30am – 9am.

What will be provided and what will I need to bring to the Makers Market?

Saffron Walden Town Council will provide you with a table and chair, you will need to bring your stock, float, card machine if you use one, food and drink if you want them with you.

Can I have friends and family with me at the Town Hall during the event?

If you are under 18 years old you **MUST** have a parent or guardian present with you during the day. You can have one person with you to help during the day, there will not be enough space to have more than 2 people per table.

What facilities are provided at the Hall?

There are toilets on the ground floor and a kitchen area on the first floor where you can make drinks, you are welcome to bring tea, coffee and cups with you, there is a fridge available if you wanted to put food etc in. There will not be a trader offering food and drink in the hall on the day.

How much will the pitch for the Makers Market be & can I pay on the day?

The pitch for the Makers Market will be £20, this is paid in advance by bacs, card or cash, the booking is not confirmed until the fee has been paid.

Will there be anyone else selling the same things as me?

There may possibly be a duplication of stock, we will make sure you are not set up next to anyone with the same or similar stock to you.

What happens if I need to leave my stall to go to the bathroom? .

You can ask the stall holder next to you to keep an eye on your stall if you do not have anyone with you on the day, they can let the shoppers know you will be back in a minute.

Who do I contact if I have a problem on the day?

On the day you call SWTC staff on duty, their number is 07880030408, they will be able to help you.

Can I leave the market early or arrive late?

No for health and safety reasons at all our markets you must arrive at the stated set up times and stay until the end of the market. If you have an emergency and need to leave please find a member of staff and let them know.