

# Global Rhythms Market

**Saturday 9 July 2016**



Dear Trader/Community Group

The Global Rhythm event takes place each year in Christchurch Park and as part of this there is the opportunity to have a stand in the market place in the park.

Global Rhythm is always a colourful and exciting celebration of worldwide colour. You are invited to enjoy an array of live music, art and food from across the world, in the perfect setting of Christchurch Park.

This free event on 9 July is once again expected to draw crowds to several stages throughout the park. Add a fairground, street food and the market place, and you can see why its such a fantastic family fun day.

The market place will be near the Fonnereau Road entrances (close to the Round Pond and Mansion) which have a large footfall being on one of the main routes into the park. Stallholders selling a quality product are invited to attend. Products could include arts and crafts, jewellery, fashion and accessories, toys, gifts, grocery and take home food products.

Community groups and charities are invited to apply for an information stall to promote their organisation. There are three options available:

- **Hire one of our 3m x 3m gazebos (will be in place when you arrive)**  
**£75**
- **Hire a 3m x 3m pitch space and bring your own professional gazebo and sell from there**  
**£50**

The costs above are for market traders. The cost for community groups is £50 for a pitch with a gazebo supplied and £40 for a pitch only.

All prices quoted are for bona-fide market traders. If you are a business and would like to be involved, then please contact us for details as a package can be put together including additional promotion at the event.

Please apply online or complete the attached application. Confirmation of our acceptance of your application will be emailed to you within seven days.

Pitches are limited so book early.

If you have any queries email: [jay.harvey@ipswich.gov.uk](mailto:jay.harvey@ipswich.gov.uk)  
[www.ipswich.gov.uk/streetmarkets](http://www.ipswich.gov.uk/streetmarkets)

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## TERMS AND CONDITIONS

Online applications preferred, visit [www.ipswich.gov.uk/streetmarkets](http://www.ipswich.gov.uk/streetmarkets)

Name:	
Company/Organisation name:	
Type of organisation:	Business/Community organisation (please indicate)
Address:	
Mobile no:	
Email:	
Website:	
Twitter/Facebook details:	
Description of goods:	
Hire requirements:	Gazebo/Your own Gazebo
Additional information:	
How would you like to pay?	Cheque or Debit/Credit card*

\* We will telephone you to take payment by debit or credit card

I confirm I have given the correct information, enclosed all items required and have read and understood the Terms and Conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Jay Harvey, Events Team

Ipswich Borough Council, Grafton House, 15-17 Russell Road, Ipswich IP1 2DE

# Global Rhythms Market

## Saturday 9 July 2016



### TERMS & CONDITIONS

#### Arrival and Departure

Traders are able to arrive from 8.30am on Saturday 9 July to set up. Departure is from 7.30pm. The market is open each day from noon-7pm.

#### Vehicles

Vehicles are permitted to enter the site for loading and unloading only. They must be removed no later than 9.30am. Parking is not provided, but details of available facilities will be provided prior to the event. Vehicles will be able to return to the site from 7.30pm subject to it being safe to do so and vehicles should not attempt to enter the site until permission has been given by event staff.

#### Booking

Your booking fee is required when making the application and bookings will not be confirmed until this has been received. Payment should either be by cheque with the application form or by debit/credit card and we will ring you for the details of this. All fees are non-refundable under any circumstances.

#### What do I need?

If we are supplying:

- gazebo and 1 x 6ft table - you need to bring a cloth for your table, any additional tables you need and your stock

If you are supplying your gazebo, you will simply be allocated a pitch and you will need to bring everything with you (professional gazebo, weights to hold it down, tables, stock)

#### Insurance

Public Liability Insurance is necessary for every stall, with a minimum liability of £5m. A copy of your certificate and your risk assessment will be required prior to the event.

#### Housekeeping

Stallholders are required to keep their stall smart and presentable at all times. All debris must be bagged and left in the area provided at the end of each day and all liquid waste must be removed from the site. Any costs of cleaning a pitch will be the responsibility of the trader.

#### Sale of food

All traders of food products (retails and/or caterers) must be registered with a local authority and must provide evidence of their current rating (4 star is the minimum acceptable) together with copies of the food hygiene certificates of staff working with food. Traders must comply with the provisions of The Food Hygiene (England) Regulations 2006, Regulation (EC) No 852/2004 and the Food Safety Act 1990 and all relevant legislation.

#### Electricity

No power is available and generators are not permitted on site. Generators are **not** permitted on site.

#### Goods for sale

Traders are only allowed to sell goods as stated on their application form and any changes or additions must be approved prior to the event. Sale of the following goods is prohibited: live animals and birds, fireworks, firearms, replica and decommissioned firearms, combat knives, counterfeit goods or any other items deemed by the organisers as likely to cause offence or danger to the public.

#### Charity Collection

Charity collection boxes or any form of charity collection is only allowed with a permit from the local authority. Stallholders wishing to have a collection box on their stall must contact the organisers for further information.

### **Stallholder Behaviour**

Stallholders and their staff are expected to conduct themselves in a manner that does not bring any adverse publicity to the market, the event, fellow traders or to Ipswich Borough Council. The following behaviour will not be tolerated: swearing or arguing; fighting; drugs or alcohol (promotion or consumption).

Traders are expected to present a positive image at the market and to treat customers, fellow traders and others with courtesy at all times. Failure to comply will result in the immediate termination, without notice or compensation, of the contract to occupy the market area.

### **Safety and Compliance**

The organisers will be on site during the event; including set-up and clear-up and will be responsible for the safety of the site and management of the event. If any health and safety issues are identified by the organisers, the stallholder must immediately rectify them. Failure to respond to reasonable requests from the organisers or their representative will result in your space being forfeited without refund of fees.

### **Further information**

Please email [jay.harvey@ipswich.gov.uk](mailto:jay.harvey@ipswich.gov.uk) for any further information.