**NEW TRADERS FORM** (overwrite the information in black)

**Category** What your stuff comes under - e.g. jewellery, leather, clothing, artwork, hats, fascinators, author etc, whether steampunk, goth, faerie, geeky etc

**title** Your company name

**Description** What you make/do

**person** Your real name

**emails** write in here the main email address you use and must have a2nd email address as a backup

**FB profile** Supply the url from the address bar of your Facebook profile name

**facebook page** Supply the url from the address bar of your Facebook page

**Website** Supply the url from the address bar of yourWebsite

**Telephone** Mobile number (for my use only not public):

**Landline** Landline number if you have one:

**town** Just interested!

**etsy** Etsy page url: (Go to your own business page and enter what is in the address bar, it will start with https://www.etsy.com/uk/shop/)

**twitter** Go to your own profile and enter what is in the address bar

**ebay** Go to your own business page and enter what is in the address bar

**folksy** Go to your own business page and enter what is in the address bar

**Instagram** Go to your own profile and enter what is in the address bar

**Size** Pitch size needed: single or double\*\*\*\*\*

**Day** Which day/s are you trading? If only one day specify preference

**Notes** Anything not covered by everything else!

**power** Do you need access to power? If yes, what electrical items are you planning to use?

**table** Can you supply your own table? \* (Don't forget to bring a nice cloth to cover your table with). Are you bringing anything else such as a rail (size needed)?

**Health** Do you or any of your team have mobility or health problems we need to be aware of (when laying out the floor plan)? \*\*

**PLI** Expiry date of your pli **– make sure you attach your proof of PLI, (and any other certificates required) onto this email even if you’ve sent it before\*\*\***

**PLI CERTIFICATE NEEDS TO SHOW YOUR TRADING BRAND OR OWN NAME AND DATES VALID FROM/TO. THIS MUST BE SENT WITH YOUR EMAIL\*\*\*\* TO EVERY INVITATION CONFIRMING YOUR ATTENDANCE. THIS IS TO MAKE SURE YOU HAVE CHECKED TO SEE IF YOUR LAST ONE HAS EXPIRED AS AT THE LAST EVENT WHEN I CHECKED THERE WERE LOADS THAT HAD EXPIRED. IF YOU ARE WITH A&N JUST SUPPLY PROOF OF YOUR MEMBERSHIP.** (Not something I should need to be chasing up at the last minute!)

\*Really helpful if you do have your own table as venues may not supply enough for all traders. Only exception to this is at Bradford Industrial - they have none whatsoever so we have to pay to hire them all in. It makes it far easier for us that way so you may not need to bring yours. Please advise if you need to bring your own if it is set up to hold a framework or whatever. On other events do advise if yours is not 2' x 6'.

\*\*\*\*\*Please check pitch details further down on the relevant event in regards to how pitches are laid out to see what size pitch you need. Some venues supply metric sized tables which give the same footprint as a 6 x 2.

\*\*In regards to health, we don't just mean mobility problems - some of our venues have working machinery where it may affect things like asthma.

\*\*\*The only reason for replying "no" to previous question is because you've not got it yet and getting it started closer to the date of the event as new trader.

\*\*\*\*Send either the original downloaded document the insurers sent you. It will be called Statement Of Insurance or Certificate Of Insurance. If not scan it in and send as an attachment. If you are taking a photo please ensure you have a large size/resolution so that I can zoom in on it and read it! Then attach it to the email. Most insurance companies will allow you to take out PLI (or renew it) and for it to be dated in advance commencing from the actual trading date to save you paying for dead time.

**RETURNING TRADERS FORM**

Your real name:

Your company name:

Pitch size needed: single/double

Which day/s are you trading?

Have you attached your proof of PLI onto this email?

Any changes I need to know about? Additional stock lines/change of phone number/email/website/tables\* Don’t forget if you no longer have a website then the email I may have of info@”your website” will no longer exist!