



## TRADER BOOKING FORM

All bookings are subject to the LSM Traders terms and conditions which are on the website and must be read in full.

<http://www.leedssteampunkmarket.co.uk/trader-information.php>

~~ Please read the notes at the end of the form for guidance on the sections ~~

YOU DO NOT NEED TO PRINT THIS FORM OFF – CLICK ENABLE EDITING AT THE TOP, FILL IN ONLINE, RESAVE AS A NEW NAME AND EMAIL IT BACK TO ME WITH YOUR PLI.

Company Name	
Address	

Landline No		Mobile No	
Email Address			
Backup 2 <sup>nd</sup> email			
Contact Name			

Please give a detailed description of your products/services.

It is important to give us detailed information as we like to offer our customers a variety of products and not over saturate any product category, therefore you may only be permitted to sell the products you list here and may be asked to remove any items not listed from sale at the event. Please also attach a selection of high-res photos to show examples of your products.

Any health problems we need to know about? **		
Do you require power? ***		
**** Do you have your own table?		
***** Pitch size single/double etc		
Which date/dates? Which day/s? Please specify if more than one as we do 5 a year* <b>*Delete/highlight as appropriate</b>	2 <sup>nd</sup> – 3 <sup>rd</sup> May 2020	*Sat only / Sun only / both days / tbc
	4 <sup>th</sup> – 5 <sup>th</sup> July 2020	*Sat only / Sun only / both days / tbc
	3 <sup>rd</sup> – 4 <sup>th</sup> October 2020	*Sat only / Sun only / both days / tbc
	Dec date tbc 5/6 Dec 2020	*Advise if interested anyway
	Similar dates in 2021 yet tbc	*Advise if interested anyway

If you book for several events..	You will be sent information on each event within 1 week of the preceding one finishing with payment details included. Please reply to the email to confirm you're still able to do it even if you don't pay the balance straight away. £20 non-refundable deposit on the first event booked is required with this booking form to confirm these pitches. <b>Please add any further notes or comments in the section below</b>
PLI attached & R.A.? *****	
Website/Online Shop Address	
Facebook page Address	
Facebook profile	
Any other notes	
Signed	
Date	

On receipt of this form, an invoice will be sent for the next event we have coming up. We are unable to reserve unpaid trading spaces. A deposit confirms your pitch but you must complete the full payment promptly. Any delay means it could be filled by someone else if the event fills up. Cut off dates are usually 1 week before the event and a month before for the Prompt Payment Discount. Full payment is usually taken one event at a time but there is the option to pay deposit on forthcoming events. If you want to pay your full pitch fee further in advance please email. No pitch is confirmed without an email from LSM to confirm payment received. Thank you for your understanding.

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

\*\*\* PAT certificates needed if over a year old!

\*\*\*\* Really helpful if you do have your own table as venues may not supply enough for all traders. Some venues have none whatsoever so we pay to hire 50 in. It makes it far easier for us that way so you might not need to bring yours but will let you know. Please advise if you must bring your own table if it is set up to hold a framework or whatever or you just prefer to use your own. On all events do advise if yours is not a standard 2' x 6' (some are 2'6" deep as opposed to 2').

\*\*\*\*\* Please check pitch details on the website for the relevant event regarding how pitches are laid out to see what size pitch you need. If you want to fit two 6' tables / rails you will need a double. Some venues supply metric sized tables which give the same footprint as a 6' x 2'.

\*\*\*\*\* 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. If you are with A&N/Axisweb/NMTF etc I know their PLI runs for a year so send me proof of your membership as well.

Risk Assessment form is on the website here, just download it, add your name and resave as a new name.

<https://www.leedssteampunkmarket.co.uk/trader-information.php>