

**Ay-Up Market 2025**

Trader Application Form

Before you complete this application form, please refer to the Application Information and Guidance Notes document, as well as the Ay-Up Market Terms and Conditions.

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| **Please tick which statement best describes your application** |
| I am a **retail business** applying for a stall  | [ ]   |
| I am a **hot food/drink business** applying for a stall | [ ]   |

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| **Section 1 – Business Details** |
| Business name |  |
| Contact name  |  |
| Are you a bricks and mortar business? | [ ]  Yes [ ]  No |
| Registered business address |  |
| Postcode |  |
| Email address |  |
| Mobile number |  |
| Social media page (Facebook or Instagram) |  |
| Please list the products that you’d like to sell at this market  |  |
| Number of employees |  |
| Business registration number, charity number or Unique Tax Reference |  |

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| **Eligibility** |
| Please read the eligibility criteria in the Guidance Notes. Please confirm that you meet the criteria to be eligible to trade at the Ay-Up Market.  |
|  [ ]  Yes, I can confirm.  |

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| **Equal Opportunities**It’s in Nottingham is committed to ensuring that everyone has an equal opportunity to take part in it’s events, including Ay-Up Market. Please note, this section is optional.  |
| **Ethnicity** | **Gender** | **Disability** |
| *How would you describe your cultural or ethnic origin?\**  | *Please state your gender.* | *Do you consider yourself to have a disability?* |
| White | [ ]   | Female | [ ]   | Yes | [ ]   |
| Mixed/Multiple Ethnic Groups | [ ]   | Male | [ ]   | No | [ ]   |
| Asian/Asian British | [ ]   | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]   | Prefer not to say | [ ]   |
| Black/African/Caribbean/Black British | [ ]   | Prefer not to say | [ ]   |  |  |
| Other Ethnic Group \_\_\_\_\_\_\_\_\_\_\_ | [ ]   | **Age** *(Please state which of the following age groups you belong to)* |
| Prefer not to say | [ ]   | 16 - 24  | [ ]   | 25 - 29  | [ ]   | 30 - 34  | [ ]   |
|  |  | 35 - 39 | [ ]   | 40 – 44 | [ ]   | 45 – 49 | [ ]   |
| *\*Please note that ethnic origin is not a matter of nationality, right of abode in the UK or place of birth.* | 50 - 54 | [ ]   | 55 – 59 | [ ]   | 60 – 64 | [ ]   |
| 65+ | [ ]   |  | Prefer not to say | [ ]   |

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| **Section 2 – Ay-Up Market Stall Requirements** |
|  A trading pitch at Ay-Up Market is made up of 3m x 3m. This area will consist of a covered gazebo style stall, a 2ft x 6ft trestle table and a chair.You also have the option of bringing your own set-up - whether that is a 3m x 3m gazebo, a horsebox, truck or other set-up. |
| **Stall Requirements** |
| Please attach an image of your stall set up from a previous event/market to support your application | [ ]  Yes  |
| Do you wish to bring your own stall set up? If ‘Yes’, then please state the type and size of set up. | [ ]  Yes [ ]  NoType of stall:Size of stall: |
| You can only apply to trade for the full event\*, which is over 3-days. Please confirm that you are able to attend for the whole event.\*Please see the Guidance Document for more information. | [ ]  Yes, I can confirm  |
| **Mains Power**Basic site and stall lighting will be provided. If you are a retail trader and require a double 13-amp socket, please note that there is an additional charge of £30.00 +VAT. |
| **Does your stall require power?****If ‘Yes’ please list below which electrical items you will be bringing.**  | [ ]  Yes [ ]  No |
| **Equipment Item (max. 3 items):** | **Voltage of item (if known):** | **Wattage/Amps (if known):** | **Specific socket type requirement (e.g., Domestic 3-pin or cee-form)** |
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| **LPG Gas - Please state the type of gas you will bring onto site** |
| **Type of Gas** | **Size of gas bottle (litres)** | **No. of gas bottles** |
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| **Additional Requirements** |
| Please outline any additional requirements or information you may have in support of your application: |
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| **Section 3 – Stall Payment & Certification**  |
| The event is funded by It’s in Nottingham and supported by Nottingham City Council. As in 2024, we are asking for a nominal contribution from businesses to secure a stall. All money raised from stallholder fees will go directly towards the operational costs of Ay-Up Market. |
| I am a retail business, applying for a 3m x 3m stall space, and will arrange to pay a fee of **£190** towards my stall.  | [ ]   |
| I am a hot food/drink business, applying for a stall space, and will arrange to pay a fee of **£450** towards my stall. I will also make payment of a 10% commission on gross takings post-event.  | [ ]   |
| **Public and Product Liability Insurance**  |
| Please attach a copy of your Public Liability Insurance | [ ]  Yes  |
| Expiry date: |  |

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| **Section 4 – Declarations** |
| * I confirm that I am authorised to sign on behalf of the company and confirm that the information contained in this application form is correct to the best of my knowledge.
* I understand that if my application is approved, the terms and conditions shall be enforceable based on the Terms and Conditions of Ay-Up Market.
* I hereby indemnify It’s in Nottingham and Nottingham City Council, its partners, employees, and agents, against any claim that may be made by anyone as a consequence of participation in this event.
* By submitting this application form, you agree to comply with the Terms and Conditions of Ay-Up Market and abide by such other regulations as may be made from time to time by It’s in Nottingham and Nottingham City Council and its employees or agents.
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| **Data Protection** |
| It’s in Nottingham and Nottingham City Council process personal data and may also share this data amongst the partnership where applicable. It will not be used for any other purpose. We may contact you for further information regarding the interactions and with details of other opportunities available.For the purposes of the General Data Protection Regulation (GDPR), in terms of the information processed, the following parties are Data Controllers:* It’s in Nottingham (Nottingham BID Company Ltd) and its project delivery partners.
* Nottingham City Council
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| **Name** |  |
| **Signature** |  |
| **Date** |  |

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| **Section 5 – Application Checklist.** **Please use this checklist to ensure that you send us everything that we need to assess your application.** |
| You have answered all the questions on this application form. | [ ]  Yes [ ]  No |
| You have read and signed Section 4: Declarations | [ ]  Yes [ ]  No |
| You have attached an image of a previous stall set-up. | [ ]  Yes [ ]  No [ ]  NA |
| You have attached a copy of your PLI certificate | [ ]  Yes [ ]  No [ ]  NA |
| You have read and understand the Terms and Conditions of Ay-Up Market. | [ ]  Yes [ ]  No  |

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| **Section 5 – Next steps** |
| Please email the completed form and supporting documents to Jake at jake@itsinnottingham.com Completing this application form does not guarantee a pitch/stall. An offer letter will be sent to you if your application is approved. For general enquiries about Ay-Up Market, please email jake@itsinnottingham.com  |