



## **4th December - 7th December Trader Pack**

### **Event Outline**

Bishop Auckland's Christmas Town is a spectacular long weekend of festive events taking over Bishop Auckland Marketplace. For 2025, the event takes place over four days, from Thursday, 4th December - Sunday, 7th December.

The event is being organised by both Bacchanalia and Bridge Creative, with Bishop Auckland Town Council being our Principal Partner.

Our giant tipis, ice rink, fun fair attractions, and live entertainment all return with a few extra surprises thrown in. Full details of individual events will be announced between now and the event. We expect approximately 35,000 visitors over the four-day period.

As a direct result of trader feedback, we are pleased to commit to significantly reducing the number of food trading pitches available and offering exclusivity on food products to drive maximum commercial success for all traders involved.

We are only accepting applications from traders who are able to trade all four days of the event. Overnight security will be present throughout.

All traders must have the following (where appropriate)

- a) Public Liability & Product Insurance (minimum £5,000,000)
- b) Employers' Liability Insurance of £10,000,000 (where applicable)
- c) Food Hygiene and Safety Certificate
- d) Food allergen notice
- e) Fire Risk Assessment
- f) General Risk Assessment
- g) Gas Safe Inspection certificate
- h) PAT Inspection or Electrical Systems Test
- i) Scores on the Doors/Local Authority Certificate

### **Trading Hours (subject to change):**

Thursday 4<sup>th</sup> - 16:00 - 21:00

Friday 5<sup>th</sup> - 16:00 - 21:00

Saturday 6<sup>th</sup> - 10:00 - 20:00

Sunday 7<sup>th</sup> - 10:00 - 18:00

Traders must remain open during these times.

**Trading Prices:**

Hot Food Traders £495 + VAT (Inc. power and waste disposal)

Cold Food Traders £330 + VAT

Non-Alcoholic Drinks £295 + VAT (Inc. power and waste disposal)

Gift Traders £150 + VAT

£50+VAT for 3x3 gazebo hire

£50+VAT for power (where power is not already included)

£25+VAT for trestle table & 2 chairs (you will need to bring a table cover)

**Trader Applications:**

To apply to trade at Bishop Auckland's Christmas Town, you must be registered as a Trader with Bacchanalia and Bridge Creative before you apply. If you are not registered, your application to trade at Christmas Town will not be considered.

Applications are now open. To apply, please register as a trader with Bacchanalia & Bridge Creative events on the link below. If you are already registered to trade with us, you do not need to complete this form again.

**Trader Registration**

Once registered or if you're already registered, then please complete the short Christmas Town form below;

**Christmas Town Application**

Applications will close on the following dates:

- Food Trader applications will close at 9am on Friday, 19th September. Food traders will be informed by 5pm on Friday, 19th September, whether they have been successful or not.
- Gift Trader applications will close at 9am on Friday, 26th September. Gift traders will be informed by 5pm on Friday, 3rd October, whether they have been successful or not.

**Additional Trading Terms at Christmas Town:**

By registering to trade with Bacchanalia and Bridge Creative, you agree to our standard trading terms. To trade at Christmas Town, you accept the following additional terms. These Christmas Town terms override any conflicting year-round terms for this event:

1. **On site duration:** Units remain in situ for the entire event unless otherwise agreed.
2. **Security:** Remove valuables overnight. The event is not responsible for theft or damage.
3. **Power and gas:** No petrol or diesel generators. Book on-site generated power if required. Enclosed battery systems are allowed only if the power cell sits

wholly within your unit. Gas appliances need current LPG certification and suitable extinguishers.

4. **Insurance and compliance:** Traders must hold PL £5m, EL £10m where applicable, Product Liability £5m for food and drink, and comply with UK food allergen law. Certificates due 14 days before opening.
5. **Waste:** Cold Food and Gift traders must remove waste off site. Cooking oil and grey water must not be poured into drains.
6. **Opening hours:** You must trade during public hours. Early closure or no-show may result in removal from site and loss of deposit. No refunds.
7. **Cancellation:** If the organiser cancels the event in full, we may offer either a refund of the pitch fee or a transfer to a future date. Force Majeure or Government or Local Authority mandate is not refundable. No other costs will be covered. You are strongly advised to hold your own insurances to protect you. By choosing not to hold these insurances, you are accepting any losses arriving as a result.
8. **Indemnity:** You indemnify the organiser for claims, losses and costs arising from your operations, staff or products, except where caused by the organiser's negligence.
9. **Deposit and charges:** A £100 security deposit is payable on acceptance. We may deduct reasonable charges from your deposit for breaches or damage, up to £50 per breach, and a £100 minimum charge for cleaning after product spillage. Any balance will be refunded after the event.
10. **Pitch:** Pitch location is at our discretion. We may relocate or adjust pitch size or orientation for safety, operations or crowd flow. No refund is due for such changes.
11. **Sound:** Amplified music is not permitted unless agreed in writing.
12. **Product range:** To keep a balanced mix of stalls, the organiser may ask you during application to adjust or remove specific product lines to reduce duplication between businesses. Agreement to any requested changes is a condition of participation and may be confirmed in your acceptance email.
13. **Unit image and presentation:** Selection may be based on the look of your unit. The unit brought to the event must match the approved image. Any change requires the organiser's prior written permission. If the unit presented differs from what was approved, the organiser may refuse entry, relocate the unit or require alterations at the trader's cost.
14. **Product range and pricing:** Selection may be based on affordability and the mix of products across the event. These details are fixed once accepted and must not be changed before the event without the organiser's prior written

permission. Unapproved changes may result in removal from the event without refund.