

# MARKET DAY APPLICATION FORM

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# MARKET DAYS AT ROYAL HOLLOWAY STUDENTS' UNION

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Interested in joining our market day at Royal Holloway? We just need a few details off you so that we can process your application and ensure everything is in order.

First though, here's a few details that all of our stallholders need to be aware of:

- Your products/services need to compliment and not compete with those provided by RHSU
- You need to comply on an ongoing basis with all applicable legal requirements. We've identified some of these in the Trader's Manual, but it is your responsibility to be legally compliant whether or not advice is provided by RHSU.
- Ensure your stall has a first aid box equipped to deal with accidents that may occur on your stall.
- Hold valid public liability and third party insurance.
- If selling any food products you need to hold food hygiene and food safety certificates.
- Smoking is not allowed while working on a stall and must take place in designated areas at least 5m away from campus buildings.
- You need to provide a waste bin on your stall and remove all rubbish generated from site.

These are very much our base requirements and help us to ensure everyone operating at the market is on the same page while making sure our members are safe.

If you've got any questions about any of the above you can contact us on [marketing@su.rhul.ac.uk](mailto:marketing@su.rhul.ac.uk) and we'll be more than happy to help.

When you have completed the form please send it to us via email using the address above or drop it at the Union Helpdesk.

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## YOUR DETAILS

Name of applicant/stallholder: \_\_\_\_\_

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_  
\_\_\_\_\_ Contact Number: \_\_\_\_\_  
\_\_\_\_\_ Email Address: \_\_\_\_\_

What goods/services would you like to sell: \_\_\_\_\_  
\_\_\_\_\_

Would you like to attend the market throughout the year? Y / N

If no, what date(s) would you like to attend: \_\_\_\_\_  
\_\_\_\_\_

Do you require electricity: Y / N

If yes, please can you specify the equipment you will be using below:

Equipment			
Number of			
Power in KW			
Voltage			
Current in Amps			

\*Please note that all electrical equipment requires a valid PAT inspection.

If you are driving onto campus please provide your registration number: \_\_\_\_\_

Are you or anyone who may work for you registered as disabled: Y / N

If yes, please detail requirements for access: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## HEALTH AND SAFETY

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Are you selling food or drinks that you have/will prepare: Y / N

\*If yes, please ensure you send a photocopy of your food hygiene and food safety certificates when submitting your application.

Do you have public liability and third party insurance: Y / N

\*All stalls are required to hold these documents. Please ensure you send a photocopy of your public liability and third party insurance certificates when submitting your application.

Do you propose to use gas or other fuel on site: Y / N

If yes, please provide details of the safety precautions you will be taking: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will there be high temperature surfaces or equipment on your stall: Y / N

If yes, please provide details of the safety precautions you will be taking: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you be bringing a fire extinguisher(s) with you to site: Y / N

What other safety hazards, waste management and effluent issues associated with your stall are you aware of that require to be managed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Detail any first aid qualifications you hold and their expiry date: \_\_\_\_\_  
\_\_\_\_\_



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## MARKETING AND DATA PROTECTION

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Are you willing to prepare and clearly display dietary information relating to your products: Y / N

Are you able to provide high resolution logos to RHSU for use in marketing e.g. on the Students' Union website: Y / N

Do you consent to allowing the RHSU to publish information relating to your stall on relevant marketing materials: Y / N

Do you consent to your data being retained by RHSU and placed on our database of approved stallholders: Y / N

Do you consent to RHSU contacting you from time to time in relation to additional sales opportunities and market research directly related to the products/services offered in your application: Y / N

## DECLARATION

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By signing below you are accepting that you have read, understand and are happy to comply with:

- The Trader's Manual
- The Health and Safety Plan
- All applicable legal legislation
- The Stallholder Requirements specified in this application form
- Any other guidance documents provided by RHSU

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

\*Please note, the selection of traders at RHSU Market Days are at the sole discretion of Royal Holloway Students' Union.