

Trade, Exhibition and Concessions Frequently Asked Questions

When are the Tall Ships Races 2023?

The Tall Ships will be in Hartlepool from Thursday 6th to Sunday 9th July 2023.

How do I apply?

We will email you a link to the application when it goes live on Friday 3rd February 2023. The form will also be available from our website. Once you have completed the form we will notify you if your application is successful and include a payment invoice. Applications will not be fully confirmed until payment is received.

Is there a closing date for applications to be submitted?

Applications are on a first come, first serve basis. We anticipate a high demand, so would recommend applying as early as possible.

What types of businesses are welcome?

All businesses are welcome to apply, you will be asked for more detail on the application form, as well as photos of your proposed stall/offer. We would encourage businesses think about a maritime or nautical theme for their stand to fit in with the theme of the overall event.

Are stalls only available for local businesses?

Stalls are open to everyone, however, the selection criteria prioritises local applicants.

What are the event opening times?

The event will be open to the public on Thursday, Friday and Saturday from 10am-11pm. On Sunday the opening times are 7am-5pm.

Do I have to be there every day?

Yes the event is 6-9 July 2023, single day applications are not accepted and you are not permitted to sublet your stand.

Do I have to stay open until the public closing time?

On Thursday, Friday and Saturday minimum trading times are 10am-7pm. On Sunday the minimum trading times are 7am-5pm. You are encouraged to stay open as long as the public are on site.

How big are the stands?

You can apply for a variety of stands or free standing space, the smallest is 3mx3m. If your category is not specifically listed on the application form please apply with as much information as possible and we will review this.

What is the difference between a trade stand (3x3m) and a market stall (3x3m)?

The difference between the two available options is the price and location, as per the site plans. A trade stand is enclosed, a market stall is not.

Are free standing spaces covered?

Market stalls and trade stands are covered, however the free standing spaces require you to provide your own infrastructure and cover.

How will you allocate the space?

Reasonable efforts will be made to allocate applicants the site space they request, but there is no guarantee. Pitches are subject to availability.

Will I receive a Trader, Exhibition, Concessions Handbook?

Yes you will receive all the information you need in a dedicated handbook once payment has been made.

Do I need my own insurance?

Yes you must maintain Public Liability Insurance with a reputable insurer throughout the event with a minimum limit of £5,000,000. A copy of the certificate must be submitted on application.

Do I need to have a risk assessment?

Yes, risk assessments will be required and need to be submitted on application. A risk assessment template is available if you need one, please email us.

Is there cost?

Costs for the duration of the event are as follows:

Prices	
Charity stall	£150
Market stall	£350
Trade stand 3x3m	£500
Trade stand 5x5m	£1,000
Catering unit	£2,800
Free standing space	POA
Twin 13 Amp Power Point	£120
16 Amp Single Phase	£120
32 Amp Single Phase	£300
32 Amp Three Phase (Exhibitors only)	POA
Wifi	POA

All costs are plus vat. Costs are for the full four day event. Individual day bookings are not permitted.

How do I make payment for my application?

If your application is successful we will email an invoice to you. Applications will not be confirmed until the payment is made.

Can I sell alcohol?

You are not permitted to sell alcohol for consumption on the site without our prior written permission. If you are applying as a licensed bar or a business wishing to sell gift packs containing alcohol please apply as a Bar Unit. It should be noted that all sales of alcohol will fall under the existing event Premises Licence. We ask that imagery of products be sent in, especially if they contain alcohol.

Can I sell off-sale alcohol?

To sell off-sale alcohol, you require our prior written permission, will also be required to apply for a Temporary Event Notice prior to the event.

Can I apply as an independent bar?

Yes, please apply as a Bar Unit.

Will I need to supply my own gazebo?

You are only able to bring a gazebo if you are applying for a free standing place. You will be required to submit detailed information on the type of gazebo and plans on how you will weigh it down, this needs to be included in your risk assessment. A market stall or trade stand is unable to have a gazebo over it or next to it.

Am I responsible for my space?

You are responsible for keeping your space tidy and clear of rubbish. The space should be maintained and returned to us as you found it.

What if I need power?

Please notify us on application your requirements for the stand such as wifi access and power requirements.

Can I put on music on my stand?

Amplified music and PA systems are not permitted without our prior written permission.

Can I use any packaging?

Hartlepool Borough Council are committed to providing a sustainable event, we expect all applicants to adhere to the Tall Ships Sustainability Policy, [found here](#). We would like no single use plastic on site and would like all packaging to be recyclable.

Is it a cashless site?

Applicants can apply for wifi on the site for the use of card machines where required, please identify whether you require wifi on your application form.

Are there any prohibited items?

The following items may not be offered to the public unless written permission has been granted in advance;

- Food and/or drink (this includes slush drinks and bottled water)
- Alcoholic beverages;
- Face Painting;
- Fairground Amusements;
- Knives or any bladed article;
- Henna Tattoos;
- Chinese Lanterns or similar products;
- Confectionary and Fudge products;
- Psychoactive substances;
- Pyrotechnic devices (of any description);
- Ice cream
- Perfume
- Event commemorative merchandise of any description

How do I contact the Tall Ships team?

Email us at: TallShips2023@hartlepool.gov.uk