**Christmas at WX -** **Artisan Festive Market**

Sunday 14th December 2025

**What is Wakefield Exchange (WX)?**

Wakefield Exchange (WX) is an event and exhibition space in the heart of Wakefield, operated by Wakefield Council. The former market hall has been transformed into a venue that aims to offer accessible and inclusive entertainment, creativity and culture for the people of our district and beyond.

Find out more here: [**Welcome to Wakefield Exchange**](https://wxwakefield.co.uk/)

**Christmas at WX**

WX will be hosting a series of events and activities over the month of December to celebrate the festive season. These will range from an artisan festive fair and family crafts to theatre productions, choirs and live music.

These activities will all take place within our large main hall, The Shed. We aim to transform the Shed into a festive retreat to create a beautiful backdrop for the above activities.

**Important Information**

Please note:

* Date: Sunday 14th December 2025, 10am – 3pm
* The Artisan Festive Market is open to traders.
* The event will be held indoors and will be a tabletop set up. We will provide a table and 2 chairs to each trader. More may be available on request.
* No gazebos or hot food traders will be allowed.
* Please send your completed application and all attachments to Sam Scarpa at sscarpa@wakefield.gov.uk
* The cost to trade is £20 for a table, payable before the event.

**Application Form (\* denotes obligatory fields)**

**Contact name \***

**……………………………………………..**

**Phone Number \***

**……………………………………………..**

**Contact email \***

Please note this will be the e-mail address used for all correspondence

**……………………………………………..**

**Company name or 'trading as' name \***

**……………………………………………..**

**Social media details**

**……………………………………………..**

**Website address**

**……………………………………………..**

**Are you VAT registered \***

** Yes  No**

**Do you have accessibility requirements? \***

** Yes  No**

**Please outline your accessibility requirements:**

**……………………………………………..**

**Please indicate if you offer any of the following ethical and/or sustainability options. Please tick all that apply: \***

** Biodegradable packaging/serveware**

 **Locally grown and/or sourced ingredients/products**

** Seasonal ingredients/products**

 **Organic ingredients/products**

 **Donate leftover food/products**

** Compost food waste**

 **Fairtrade products**

** Vegan products**

** Vegetarian products**

 **Reusable packaging/product**

** Cruelty free products**

** I don't offer any of the options**

**Does the business have 5 or more employees? \***

** Yes  No**

**Is your business registered with your local authority? This is required for all persons/businesses who provide/sell/serve/handle or produce food and/or drinks (including alcohol). \***

** Yes  No**

**Please provide your Registered Business Address \***

**……………………………………………..**

**Have you previously traded at a Wakefield Council Event within the last two years?\***

No

Yes I have traded at 1-3 events in the last two years

Yes I have traded at 3 or more events in the last two years

**What product(s) or dish(es) will you be offering at the event? \***

**……………………………………………..**

**Please outline all the products/dishes you intend to sell at the event including the pricing list. \***

**……………………………………………..**

**Please indicate if you offer any of the following dietary options and/or religious requirements. Please delete as appropriate: \***

Vegetarian / Vegan / Pescatarian / Gluten Free / Dairy Free / Lactose free / Kosher / Halal

I don't offer any of the options

**Date of PLI Expiry \***

**……………………………………………..**

**Are you using electrical appliances? \***

**Yes No**

**Supporting Documentation**

**Please submit these as attachments alongside your application.**

**Public Liability Insurance**

A copy of your Public Liability Insurance Certificate (the Council requirement is a minimum of £5 million cover). Please note this is different to Employers’ Liability Insurance.

**Risk Assessment**

Businesses with less than 5 employees are not legally required to have a risk assessment. If you employ 5 or more employees you will need to submit a risk assessment.

[Please refer to HSE website for more information: https://www.hse.gov.uk/simple-health- safety/risk/index.htm](https://www.hse.gov.uk/simple-health-safety/risk/index.htm)

Stall holders serving food or drink must have undertaken a risk assessment for allergen management and have full, effective procedures in place to control the risk of food intolerances or allergy. For more information, please see [Allergen guidance for food businesses | Food Standards Agency](https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses)

**Evidence of Environmental Health Registration**

Proof of food business registration with your local Environmental Health Service. This is required for all persons/businesses who provide/sell/serve/handle or produce food and/or drinks (including alcohol). For information on how to register please see the Government website: [Register a Food Business](https://www.gov.uk/guidance/food-business-registration)

**Food Hygiene Rating & Inspection**

Please provide the last inspection date and your food hygiene rating (where applicable for your type of food business). Please note that applications will only be considered for businesses that have been awarded a 3 or above under the [National Food Hygiene Rating Scheme.](https://www.food.gov.uk/safety-hygiene/food-hygiene-rating-scheme)

**Fire and relevant safety Certificates**

PAT Test Certification - Stall holders should ensure all electrical equipment has been [PAT tested](https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm) and provide current documentary evidence.

**Photograph(s) of Products and Set-Up**

The presentation and appearance of your stall is important as is the goods you are proposing to sell. The online application process requires you to send photos of your stall and products.

 Please send your completed application and all attachments to Sam Scarpa at sscarpa@wakefield.gov.uk