TILEYARD NORTH

COURTYARD

Christmas MARKET

VENDOR WELCOME PACK

26 NOVEMBER - 20 DECEMBER 2026



Welcome to Christmas in the courtyard.

Thank you for joining us. This pack brings together your hut, booking details, practical preparation and the Christmas magic we will share with our visitors.

Tileyard North, Rutland Mills, Wakefield WF1 5FY

wakefieldchristmasmarkets.co.uk

YOUR HUT AND YOUR BOOKING



Traditional festive huts with room to make them your own.

WHAT IS INCLUDED

Your own **3 x 3m hut**, electric lighting and fully lockable side-loading doors. We provide **24-hour security** and the site is closed overnight. Stallholders receive **free tea and coffee from Vinyl Café**, plus **10% off in the café**. Ask the event team how to identify yourself for these benefits.

FEES AND PAYMENT

Hut hire is **£375 plus VAT per week** for Thursday, Friday, Saturday and Sunday. The **£10 plus VAT daily power surcharge applies only to larger kitchen appliances**, assessed and agreed **case by case**. Lighting and ordinary stall equipment do not attract this surcharge. Declare appliances and wattages before booking; any chargeable days and supply capacity must be agreed in writing.

SECURING YOUR PLACE

A **50% deposit** secures your booking. The remaining **50% is due 30 days before each booked week begins**. Without an agreed power surcharge, each weekly instalment is **£187.50 plus VAT**. Any agreed appliance surcharge is added to the booking total and split between the instalments. Vendor payments are non-refundable if you cancel or do not attend. See the agreement for organiser cancellations.

DATES AND GETTING READY

TRADING WEEKS

BOOKED WEEK 2026	BALANCE DUE
26-29 November	27 October 2026
3-6 December	3 November 2026
10-13 December	10 November 2026
17-20 December	17 November 2026

Planned public hours: Thursdays and Fridays 4pm-10pm; Saturdays 12pm-10pm; Sundays 12pm-7pm. Your arrival slot, loading route, hut number and final operating instructions will be confirmed before your booked week.

BEFORE YOU ARRIVE

Send Laura your signed agreement, invoice details, public liability insurance certificate covering all booked dates, a stall risk assessment and your equipment list with wattages. Confirm your product range, access needs and arrival contact. Food and drink traders must provide relevant registration, hygiene, allergen and licence information.

LOADING AND PARKING

Use your allocated loading slot and follow the team's instructions. Unload, then move your vehicle promptly. Keep emergency routes clear. **Tileyard North car park** is available; charges, vendor arrangements and loading permissions will be confirmed separately. Bring your own trolley and enough help for unloading.

BRING WITH YOU

Your displays and any furniture you need, payment equipment with a mobile-data backup, packaging, warm layers and suitable footwear. Plan for cold and wet weather. **No heating equipment or personal cooking equipment is permitted in the stalls.** Ask us before bringing additional structures or larger kitchen appliances.

A WELCOMING AND SAFE MARKET

MAKE YOUR HUT INVITING

Keep your display within the allocated 3 x 3m space. Use stable fittings, clear prices and a welcoming festive presentation. Do not drill into, paint or damage the hut. Keep doors, walkways and emergency exits clear, and do not extend displays without written agreement.

POWER AND EQUIPMENT

Declare every appliance and its wattage before arrival. The **£10 plus VAT daily surcharge is only for larger kitchen appliances, agreed case by case**; lighting and ordinary stall equipment are not surcharged. **Heating equipment and personal cooking equipment are not permitted in stalls.** Equipment must be safe, maintained and approved, with relevant inspection or test records. Do not overload supplies, daisy-chain extensions or run unprotected cables across public routes. No naked flames in stalls; do not bring generators or gas equipment without prior written approval.

SECURITY AND CLOSING

Keep the hut attended during trading and arrange your own break cover. At closing, switch off equipment as instructed and lock all access doors. Remove cash and valuables. Security and lockable huts support site safety, but do not replace your own stock and equipment insurance.

EMERGENCIES AND WELFARE

At check-in, locate the emergency exits, first-aid provision, event control and the assembly point identified in the event briefing. Report hazards, incidents or a lost child to the event team immediately. Follow staff directions if the site needs to evacuate. Call 999 for an immediate life-threatening emergency.

LEAVE IT AS YOU FOUND IT

Keep your hut and surrounding area tidy. Follow the agreed waste arrangements; remove your own trade waste and packaging unless collection has been agreed. Stay open for all booked public trading hours and only begin final pack-down once the market closes or the team gives permission.

HELP US BRING BACK THE SPARKLE

A mischievous winter wind has scattered the courtyard chimney's Christmas Sparkle into five hidden festive symbols. Little explorers become the heroes who bring the magic back.

01 FIND THE FIVE

Children explore with a grown-up and collect five stamps for the hidden star, bell, snowflake, stocking and present. Locations stay secret so discovery is part of the fun.

02 COLLECT A SPARKLE VIP LANYARD

Once the stamp trail is complete, families show their card to the event team and collect a printed VIP lanyard as a keepsake and their pass to the finale.

03 LIGHT UP THE CHIMNEY

At the Sparkle Station, they scan their lanyard's unique QR code, choose a colour and watch the courtyard chimney glow. The framed station completes the story.

YOUR PART IN THE STORY

Welcome families and point them towards the trail team. If your hut is selected as a stamp stop, we will brief you and provide the stamp equipment. Do not reveal other locations. Children take part with a grown-up; vendors are not responsible for supervising the trail.

SHARE YOUR MARKET DATES

Use the supplied "Find me at" artwork with your own booked dates in the caption. Link to **wakefieldchristmasmarkets.co.uk** and tag Tileyard North's official social accounts. Send Laura your logo, product photos, social links and a short description so we can plan trader promotion.

FROM SUMMER NIGHTS TO CHRISTMAS



Our summer event series at Tileyard North.

BUILDING ON OUR SUMMER SERIES

Following our successful summer events, we are welcoming our established audience back for Christmas. Free entry, festive shopping, local street food, live music, the Bavarian Winter Hall, curling and marshmallow toasting create reasons to visit and stay longer. Our campaign uses the market website, Tileyard North's Instagram and Facebook, email and shareable vendor assets.

FOOTFALL AND NEIGHBOURING EVENTS

We do not have a confirmed Christmas footfall forecast and cannot guarantee visitor numbers or sales. **The Hepworth Wakefield Festive Market is a separate event** with its own arrangements. Market giveaway vouchers are for the Tileyard Christmas Courtyard Market only and cannot be used at The Hepworth Wakefield Festive Market.

YOUR VENDOR CONTACT

Laura | laura@rutlandmills.co.uk