



# **We Create Christmas Market 2025**

## **Pop-Up at Playland**

**Please read the following information about We Create Market and the Event Terms & Conditions (collectively, the “Trader T&Cs”). Please note by completing and submitting the online trader application form, you will be deemed to have read and accepted the Trader T&Cs.**

### **We Create Market Overview**

We Create Market aims to provide local creatives an opportunity to sell their products in a supportive, affordable, indoor space, at any stage of their creative journey. The Playland market is a one day, mini pop-up Christmas market being piloted to complement the existing creative market offerings across the city this year. The We Create Market also provides opportunities for college students enrolled on creative courses to gain valuable industry experience amongst their creative peers.

### **Playland Venue overview**

**The market space is kindly provided in partnership with Artswork and pitches will be a different layout and size to our usual set-up due to the quirky nature of the space. Therefore, we will be providing tables free of charge in order to make best use of the available space. Each stallholder will be provided with a pitch approximately 1.5 metres in depth x 1.8 metres in width.**

### Location

The popup market is located on the ground floor at Playland, (opposite McDonalds) the space is kindly provided to us in partnership with Artswork.

Playland (Ground floor)  
1-6 City Buildings,  
Commercial Rd,  
Portsmouth,  
PO1 4BD

### General Trading Information

**Date: Saturday 6<sup>th</sup> December 2025**

**Market opening times: 09:30hrs to 17:00hrs**

**Pitch price: £20.00 & VAT**

**All tables provided - 176cm x 46cm deep (approx)**

**Traders can access the site prior to opening from 09:00hrs on market day  
(see below for load-in details)**

The policy of Portsmouth Creates (PC) is to choose a combination of high-quality crafts and gift items and care is taken to ensure variety.

Allocation of spaces at the venue is at the sole discretion of PC.

We reserve the right at its sole discretion and without giving any reason, to refuse any application and to ask exhibitors to remove any of their exhibits and make alterations to any display which is considered unsuitable.

### Booking procedure

- Not all applications will be successful, space is very limited and we need to ensure we have a diverse mix of quality arts and crafts.
- PC reserves the right to refuse applications without having to justify its decision.
- Bookings will only become effective when PC receives your booking form, supporting documentation and payment.
- Allocation of spaces at the venue is at the sole discretion of PC.
- Confirmation of your booking will be sent by email.

- Should the market become over-subscribed, applications will be placed on a waiting list and applicants will be contacted should spaces become available due to cancellation
- Receipts for payment of can be issued if required. Please request via email
- We do require all applicants to have an active social media account where they promote their business

### **Event load-in and load-out**

There is no parking directly outside of the Playland building. We recommend that traders bring a support person to help un-load and load their products from a vehicle nearby or park in one of the large car parks nearby and use a sack trolley or similar to transport products.

**\*Please note that the entrance to Playland is situated in a bus lane and penalty notices may be issued for vehicles entering this lane\***

### **Load- In Schedule**

All stallholders are required to be set-up and ready to trade from 09:30 hrs  
Load-in is scheduled for Friday 5<sup>th</sup> December between 15:00hrs and 19:00hr- please email [billie@portsmouthcreates.co.uk](mailto:billie@portsmouthcreates.co.uk) once your pitch is confirmed to schedule your slot.

### **Pack - Down schedule**

All stallholders are required to pack down their pitches immediately after market closure, there is no provision to leave products in the space as it has been kindly loaned to us by Artswork.

### **Wifi**

Wifi will be available onsite, however, we cannot be held liable for loss of connection if the signal isn't adequate or is intermittent so we recommend that you ensure that your payment device can work via 4g/5g.

### **Water & Toilet facilities**

There are toilet and handwash facilities onsite, however, there is no access to drinking water so we recommend that you bring refreshments with you.

### **Parking**

There is no parking available on-site. The nearest car parks will incur a charge and it is the stallholders responsibility to arrange this, some local car parks include:

Cascades Carpark:  
Cascades Approach  
PO1 4RS

Market Way Car Park  
PO1 4AH

Crasswell Street Multi-Story Carpark  
Crasswell Street  
PO1 1RS

## **PORTSMOUTH CREATIVE DIRECTORY**

We have recently launched our online Creative Directory to provide a quick and easy way to connect with Arts and Culture across the Greater Portsmouth area.

The Directory enables creatives, organisations, community groups and the general public to explore Portsmouth's creative talent, whether looking for products, services, workshops, commissions or venues the directory was created to be a one stop for everyone to access and connect.

It is free to list your business/service on the Directory and we encourage local creatives to do so in order to promote their services and help us build a comprehensive and diverse online resource.

The Directory can be accessed here: <https://www.portsmouthcreativedirectory.co.uk/>

**To complete an online application form please visit the We create Market page on our website.**

## **Trader T&C's**

### **Method of Payments**

Payment should be made via BACS/bank transfer prior to the event to confirm booking and on receipt of an invoice from Portsmouth Creates.

All payments must be made in full and include the invoice number as payment reference

### **Cancellations/Refunds**

Unfortunately, payments made cannot be refunded, unless in exceptional circumstances and solely at the discretion of PC as PC will be committed to event costs

### **No Shows**

Traders who do not show up for the event, will not receive a refund.

### **Limited Liability**

PC is fully aware that the success of its stallholders and their financial well-being is of paramount interest to its continued success and will pursue appropriate promotional activities to achieve this end. It will furthermore take public liability insurance for its venues and requires that its exhibitors to do the same to a value of £5 million.

Every stallholder shall participate in the market entirely at their own risk in every respect, and shall absolve PC from responsibility for such risks, including personal injury, loss or damage to property: however, this injury, loss or damage may be caused, whether by fire, theft, inclement weather, interruption of power, defect in the equipment and building or failure of subcontractors or agents to perform.

PC cannot be held responsible, and its stallholders absolve it from and responsibility for loss of profits, for damage or theft of stallholders stock, interruption of power or services, or failure of press advertisement fully contracted to appear, inclement weather and failure of sub-contractors or agents to perform, which may result in loss to exhibitors.

PC does not provide insurance cover for theft or damage to exhibitor's stock and requests they take adequate insurance against all risks. It is a condition of booking that traders absolve PC from and responsibility for refunding fees paid by them except as specified under these conditions.

PC reserve the right, at their reasonable discretion, to vary

- (a) the times of opening to visitors of the event
- (b) the times of build-up and break down of the event;
- (c) the location of the site;
- (d) the dates of the event.

PC shall not be responsible to the stallholder if and to the extent that an event of force majeure prevents or restricts PC from running the event or carrying out any of its obligations in that connection.

No refund will be made in respect of any day on which the event has started, and the stallholder should insure against any additional losses incurred by cancellation or abandonment.

Should a stallholder wish to cancel from the event we request that they write/email to PC asap to enable us to make alternative arrangements and ensure the stalls are full to ensure optimal trading experience for fellow stallholders

### **Indemnity clause**

The stallholder indemnifies PC against any and all loss, costs, expenses and liabilities caused by the stallholder's breach of these conditions or by the negligence of the stallholder, its servants, agents or sub-contractors.

### **Use of Playland**

- Each stallholder undertakes to have their products on display in their allocated space, in good order and professional manner. We reserve the right to open a stall by the stated open times and keep open until closing time. Products shall not obstruct the general view or hide the products of others and shall not be packed, covered or removed before the end of the market without the permission of PC.
- No products shall be packed, removed or dismantled prior to the closing of the market without written permission from the organiser. To pack up and leave prior to closure of the event can result in cancellation of other bookings and non-inclusion in future events
- Please note that all food products have to comply with Health and Hygiene standards laid down by relevant authorities.

### **Stallholders agree:**

- To comply with the Stallholder Rules
- To ensure that all stock, equipment, goods, chattels or material of any sort belonging to, or being used by, the Stallholder is kept within the Space at all times unless otherwise agreed by PC (and any such permission given may be revoked at any time);
- To use the Space strictly in accordance with the terms of this agreement and that it will be responsible for any damage caused by the Stallholder or its employees, agents or contractors to the Space, the Event Site or PC's Equipment. The Stallholder agrees that it shall pay to PC immediately upon request any and all costs (without deduction or set off) incurred by PC in relation to the rectification any such damage;
- To co-operate with and obey instructions or directions given by event staff in pursuance of their duties at the Event Site and to consent to such persons searching any vehicles, containers, equipment, workbags and other chattels owned by the Stallholder, its employees, agents or sub-Contractors whilst the chattels are on, or as a condition of access to, the Event Site
- To ensure that all materials and products stocked, stored, used, promoted, published, distributed or sold by the Stallholder shall be safe and fit for their

intended use and shall comply with all Relevant Laws, Stallholder Rules, and best industry practice;

- Naked flames or incense are not allowed onsite
- No Sellotape, drawing pins, or fixings of any description are permitted to be used on the walls.
- Stallholders are responsible for clearing away rubbish from their own pitches

### **Prohibited items include:**

- Illegal substances or legal highs or any other psychoactive substances (including NOS canisters and related paraphernalia);
- Sky lanterns; lasers or laser pens;
- Weapons (inclusive of fake weapons and toys),
- Explosives or ammunition of any kind (including fireworks);
- Alcohol and tobacco products;
- Any other articles which may, in our reasonable opinion, cause danger or disruption to visitors at the venue (regardless of whether or not such item is illegal or is carried for a specific purpose).

\*\*PC reserves the right to request that any products deemed unsuitable, unsafe or inappropriate for the event be removed and failure of the stallholder to comply can result in early closure of the stall and exclusion from future PC events\*\*

### **Insurance and Risk assessment**

You must maintain the following insurance policies:

- public liability insurance cover of not less than £5 million for any one claim; and
- product liability insurance cover of not less than £5 million for any one claim **(if required)**
- You must also maintain employers' liability insurance cover of not less than £5 million for any one claim, **(if required to do so by law)**

We will ask for a copy of your valid insurance certificate(s) along with the other health & safety documents. No trade pitch will be fully confirmed without insurance details.

If you do not currently have Insurance, please do not purchase a policy for the market(s) until you have been notified of application success from the Market Management Team.

If you are crafter, artist etc it may be worth looking into The Artists Information Company. For a small fee you will get access to all of their online resources and £5 million PLI for artists.

<https://www.a-n.co.uk/news/>

Traders are advised not to leave valuables unattended and PC cannot be held responsible for any loss, theft or damage. The market venue is secured during non-opening hours.

### **Use of Electrical equipment**

Access to electricity is extremely limited and PC advise that portable battery/power packs be used for small essential items only. Access to electricity can be considered at the discretion of PC and where we feel that non-access to electricity will have detrimental effect on stallholder ability to trade. This would be subject to an additional charge.

In this instance stallholders would be required to provide their own power extension cables for their needs. All electrical equipment needs to have electrical inspection certificate for any electrical apparatus in accordance with the latest edition of the IEE Regulation, which can be provide by any N.I.C.E.I.A. registered electrical contractor. Stallholders must contact PC prior to booking confirmation for any arrangement to be discussed.

### **Smoking Policy**

In the interest of Health and Safety there is a NO SMOKING and NO VAPING inside the Playlands building.

### **Data Protection**

Please be aware that your information will be stored on our data base with your contact details, which we require in order to supply services to you. We will use this information to keep you updated about future events and opportunities which we feel may be relevant to you. You can opt out or request to be removed from our database at any time via email to PC.

This information will not be divulged to a third party without your consent.

### **Appearance Release**

Attendees of events understand they may be included in photos or videos of the event by PC. If you do not wish to be included in photos or videos you must inform us via email in advance of the event.

PC is not responsible for photos or videos posted by guests of the event.



### **Marketing**

All stallholders agree to use the Event marks and other branding materials provided by PC in accordance with any guidelines issued by PC where applicable

All stallholders agree to being included in event marketing by PC via all media channels/press in relation to the event.

**If you require any assistance with the application process or have any questions please email: [billie@portsmouthcreates.co.uk](mailto:billie@portsmouthcreates.co.uk)**