

# Christmas Market Application Form

## Application for a stand at the Heidelberg Christmas Market 2024 November 25 - December 22, 2024

Please send your complete application form with photos of the merchandise by post or e-mail to  
(Product samples will not be returned!)

Heidelberg Marketing GmbH  
- Heidelberg Christmas Market -  
z. H. Herrn Schwarz  
Fischmarkt 3  
69117 Heidelberg, Germany

E-Mail: weihnachtsmarkt@heidelberg.de  
Web: www.heidelberg-marketing.de

**Entry-Date:**  
(to be completed by the organizer)

**Market dates:** 25.11. - 22.12.2024  
**Opening hours:** daily: (min.) 11:00 – 21:00, (max.) 10:00 – 22:00, Saturday until 22:00 open (changes reserved)  
**Deadline for application:** **February 15, 2024**

### Personal Data:

Full Name (Mr. / Mrs.)	
Company name (s) (if applicable), Type of company (as a ltd. company, please mention the name(s) of managing director(s))	
Current address	
Phone / Mobile number	P: _____ M: _____
E-Mail / Website	@ : _____ www: _____

### Your booth:

Offered merchandise / service:	<input type="checkbox"/> Arts & crafts <input type="checkbox"/> Food <input type="checkbox"/> Drinks <input type="checkbox"/> Arts & crafts with demonstration <input type="checkbox"/> Sweets                                      If yes: <input type="checkbox"/> Alcohol <input type="checkbox"/> Carousel or other fun ride <input type="checkbox"/> Soft drinks <input type="checkbox"/> Other		
Do you own a booth *	<input type="checkbox"/> Yes <input type="checkbox"/> No, I have to rent one (the information below refers to the required area)		
<b>Dimension of your booth</b> Please indicate exactly. The details, particularly the eaves, are very important for the planning! (Please indicate the exact details, especially the correct measurements of your eaves, so we can plan accordingly)	<table border="1"> <tr> <td>           Front length (without eaves):            _____ m            depth (without eaves):            _____ m            highest point            _____ m         </td> <td>           Eaves:            right: _____ cm / left: _____ cm            front: _____ cm / back: _____ cm         </td> </tr> </table>	Front length (without eaves): _____ m depth (without eaves): _____ m highest point _____ m	Eaves: right: _____ cm / left: _____ cm front: _____ cm / back: _____ cm
Front length (without eaves): _____ m depth (without eaves): _____ m highest point _____ m	Eaves: right: _____ cm / left: _____ cm front: _____ cm / back: _____ cm		
Entrance (as seen from the front)	<input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> Back <input type="checkbox"/> Front		
Door Swing Direction	Width _____ cm <input type="checkbox"/> In-swing <input type="checkbox"/> Out-swing		
<p><b>Please attach a plan of your stall, when open for business (open shutters/blinds etc.) and include measures legibly.</b>            For your information: <u>Unlike</u> the eaves in the front of your stall, the eaves on the side <u>will</u> be included in the fee calculation.</p>			

In case of selling food/drinks: Will you need a storage container or refrigerator wagon? ** <input type="radio"/> Yes <input type="radio"/> No    (if "yes": measurements_____)			
*Heidelberg Marketing GmbH or the city council does <u>not</u> own booths for merchants to rent or buy. If you would like to rent/ buy one, we can provide a list of rental companies upon request. We are not responsible for the quality of the booths available there. ** Please note that we cannot offer storage space for arts & crafts traders.			
Do you need water supply?	<input type="radio"/> Yes	<input type="radio"/> No	
Electricity required: _____(in kW)			
The booth heating works with:	<input type="radio"/> Electricity	<input type="radio"/> Gas	<input type="radio"/> No heating required
Is your booth assembled with individual parts (how many elements?)?	<input type="radio"/> Yes _____ elements	<input type="radio"/> No	
Is it prefabricated / delivered by crane / a trailer? (please circle accordingly)	<input type="radio"/> Yes	<input type="radio"/> No	

**Your merchandise:**

<p>Detailed and complete list of merchandise you intend to sell / services you wish to offer: Regional and sustainable products are preferred. (Can be attached in a separate list, if necessary)</p> <p><b>The organizer reserves the right to restrict your products!</b></p>	
How do your products help reducing environmental pollution?	
<p><b><u>Please attach color pictures of your merchandises / stand or samples of your merchandise with this application.</u></b></p> <p>Please send the pictures to: weihnachtsmarkt@heidelberg.de</p> <p>E-Mails should not exceed <b>3 MB</b> in size incl. attachments. In case you send them separately, please indicate, which application the picture(s) belong to.</p> <p>If you send samples or photos by mail, please indicate your name on the back.</p> <p><b>Please note that we cannot return samples by mail automatically. You can pick up your samples by prior announcement or enclose a self-address envelope of a suitable size.</b></p>	
The following photos or samples are attached	<p>_____ photo(s) / catalogue(s)</p> <p>_____ sample(s) of _____</p>

**Participation in activities / action days**

Participation students day (Monday)	<input type="radio"/> Yes	<input type="radio"/> No
Participation family day (Thursday)	<input type="radio"/> Yes	<input type="radio"/> No
<p>The Heidelberg Marketing GmbH sells universal coupons for hot drinks to companies and tour groups. Participants in the Heidelberg Christmas Market are automatically obliged to accept these coupons. This obligation is stated in the contract. Further information can be obtained from the Heidelberg Marketing GmbH.</p>		

### Stipulations

- Plastic bags are prohibited
- Any packaging waste has to be recycled externally by the vendor.

These stipulations will be integral part of the contract.

<p>Are you the sole owner of the company /stand? (If the applicant and the owner are not identical, who is the owner?) In the case of the company, please indicate the name of the managing director, and how does the applicants have the right to use a stand/booth?)</p>	<p><input type="radio"/> Yes</p>	<p><input type="radio"/> No</p>
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We can only consider complete and legible applications.  
There is no guarantee for, or legal claim to, a stall at the Christmas market.  
Heidelberg Marketing GmbH as organizer can reject an application without statement of special cause.  
The data of the market (e.g. the exact dates) is subject of alteration.

### Consent to the Use of Personal Data, in accordance with the European General Data Protection Regulation (GDPR) 2016/679

Personal data provided in this form (most notably your name, telephone number and any email addresses) is collected solely for the purposes of holding the upcoming event and the participation of the applicant (and therefore is collected on the basis of statutory authorisation).

Any use of your personal data extending beyond this or the collection of additional information requires the consent of the person involved on a regular basis. You can voluntarily give such consent in the following paragraph.

#### Consent to the Processing of Personal Data

If you consent to our processing of your data in accordance with the reasons stated below, please tick the relevant box accordingly. However, please leave the boxes blank should you wish to withhold your consent.

- I consent to Heidelberg Marketing GmbH (the event management office) storing my personal data for up to five years electronically, in order to inform me or contact me in relation to future events.
- I consent to Heidelberg Marketing GmbH (the event management office) forwarding my personal data (stand location, name and address) to the relevant authorities related to the event (the civil and regulatory agency, fire department, office for planning and conservation) as well as the authorities responsible for matters of security (the police).

**(Note: This is a requirement to participate at the event)**

#### Information, Correction, Erasure and Blocking, Right of Objection

You have the right to obtain full disclosure from Heidelberg Marketing GmbH as to what personal data concerning you is stored or being processed. (Art.15 GDPR)

You have the right to request the correction, erasure or blocking of personal data without undue delay from Heidelberg Marketing GmbH. (Art. 17 GDPR)

You have the right, at any time and without having to give a reason, to exercise your right of objection (to retract or amend your consent) and to modify or revoke the consent given with effect for the future. You can submit your revocation to us by post, email or fax. Apart from the postage or transmission cost for the revocation, no additional fees will apply.

An extensive privacy policy is available for your perusal on our website: [www.heidelberg-marketing.de](http://www.heidelberg-marketing.de).

**I hereby apply for a stand at the Heidelberg Christmas Market 2022 with the above-mentioned merchandise / service. Furthermore, with my signature, I accept the guidelines of decoration and the criteria to be accepted to the Heidelberg Christmas Market.**

I agree to notify Heidelberg Marketing GmbH of a change in my data, or withdrawal from the application as soon as possible in writing.

\_\_\_\_\_  
Place and date

\_\_\_\_\_  
Seal and signature