

**Christmas Craft and Food Fayre**

**At Sheppy’s House of Cider and Fine Foods:** Three Bridges, Bradford-on-Tone, Taunton, Somerset, TA4 1ER, **on Saturday 23rd and Sunday 24th November 2019.**

**Many thanks for your interest in participating in Sheppy’s Christmas Craft & Food Fayre.**

**Important Information**

**Saturday, 23rd November 2019:** The site will be available for setting up from 8:00am on Saturday 23rd November 2019, entry before 8:00am will not be permitted. Full set-up must be completed by 9:45am. Please indicate in Part A your intended arrival time. Trading hours on Saturday 23rd November 2019 will be from 10:00am to 16:00pm, no traders may be cleared before 16:00pm without permission. All stalls must be cleared by 18:00pm.

**Sunday, 24th November 2019:** The site will be available for setting up from 8:00am on Sunday 24th November 2019, entry before 8:00am will not be permitted. Full set-up must be completed by 9:45am. Please indicate in Part A your intended arrival time. Trading hours on Sunday 24th November 2019 will be from 10:00am to 16:00pm, no traders may be cleared before 16:00pm without permission. All stalls must be cleared by 18:00pm.

**NO VEHICLE MOVEMENTS WILL BE ALLOWED IN THE FAYRE AREAS BETWEEN TRADING HOURS. All vehicles must be removed by 9:45am and are unable to return until 16:00pm on Saturday 23rd November 2019 and Sunday 24th November 2019.**

All traders must report to the designated staff members upon arrival. Traders will receive an assigned number relating to their allotted pitch up on arrival.

There are a limited number of pitches located within our marquee, these will be offered on a first come first served basis. Pitches will only be reserved until the full payment date. If full payment has not received by Friday 11th October 2019 at 17:00pm then your reserved pitch will be offered to traders on a waiting list. Very few pitches in the marquee will have electricity available. A larger number of pitches will be available to those brining their own pop-up gazebo, or wish to display outdoors.

**NO TABLES OR GAZEBOS WILL BE PROVIDED TO EXHIBITORS.**

**All indoor traders allocated pitch sizes will be 2m frontage X 1.5m depth.**

**Gazebo pitches can be any size but size must be indicated in PART A.**

All items/structures erected on site must be secure and within your booked space. No gazebos/equipment/barriers will be provided. Please ensure you bring everything you need with you.

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| --- | --- | --- |
| **Indoor Trade Stand**(2m X 1.5m) | **£50.00**(PLEASE DO NOT MAKE PAYMENT UNTIL YOU HAVE RECEIVED AN INVOICE) | **Invoice will be sent as proof of confirmation** |
| **Gazebo Trade Space**(SIZE MUST BE PROVIDED IN PART A) | **£50.00**(PLEASE DO NOT MAKE PAYMENT UNTIL YOU HAVE RECEIVED AN INVOICE) | **Invoice will be sent as proof of confirmation** |
| **Electricity** | **£10.00**(PLEASE DO NOT MAKE PAYMENT UNTIL YOU HAVE RECEIVED AN INVOICE) | **Invoice will be sent as proof of confirmation** |

Stalls are not confirmed or secure until all of the following are completed.

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| **Stall holder Checklist** |
| Copy of Liability Insurance documents required (if applicable) |  |
| Health & Safety questionnaire completed? |  |
| Relevant payment made? |  |
| Booking form completed in full? |  |

Please find below general and specific information for stallholders at Sheppy’s Christmas Craft and Food Fayre. **By signing and returning this application you are agreeing to all terms and conditions contained in these documents.**

**If you have any queries about your application prior to the event please email Hayley at** **events@sheppyscider.com****.**

**A few points to bear in mind to help the event run smoothly:**

1. Free car parking is available in our overflow car park adjacent to our production yard.
2. All stand/display set-up needs to be fully completed by 9:45am on Saturday 23rd November, and on Sunday 24th November.
3. All trader vehicle movements are strictly prohibited during trading hours.
4. Trade stand closure is not permitted to commence until 16:00pm on Saturday 23rd November and on Sunday 24th November.
5. Follow the instructions and directions of our stewards and staff at all times.
6. All traders must report to a designated staff member on arrival where your allocated pitch number and location will be shown to you. No change of location will be permitted.
7. Please ensure you public liability insurance is up to date at the time of the event.

**How to apply**

All relevant parts of this application must be signed and completed in full before confirmation can be made. Traders must pay the full pitch fee using the information at the bottom of this page by Friday, 11th October 2019.

**No existing applications will be accepted after Monday, 2nd September 2019**.

**Part A: Application to Trade**

|  |  |
| --- | --- |
| Organisation name (if applicable): |  |
| Contact address: |  |
|  |  | Postcode:  |
| Contact name(s): |  |
|  |  |
| Contact Nos. | Landline:  | Mobile No: |
|  | During the Event:  |
| Email: |  |
| Types of goods sold: |  |
| Are you trading as a business or a hobbyist?  |  |

Please contact events@sheppyscider.com if you are trading as a hobbyist and have any concerns or questions regarding the terms and conditions of this application.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type of pitch requested: | Indoor trade stand(2m X 1.5m) |  | Gazebo trade stand **(Please specify below)** |  | Electricity(Please only tick if electricity is required for your display or demonstrations) |  |
| **Gazebo pitch requested:** |
| Intended Arrival Time: | **Saturday, 23rd November 2019**Set-up from 8:00am, completed by 9:45am. | **am** | **Sunday, 24th November 2019**Set-up from 8:00am, completed by 9:45am. | **am** |

**Please do not make payment without receiving an invoice from** **events@sheppyscider.com****.**

**Full payment must be received by Friday, 11th October 2019.**

**Unpaid pitches will be reallocated to traders on the waiting list.**

This application is subject to the terms and conditions attached. By signing below, you confirm you are duly authorised to sign and accept all the terms and conditions on behalf of your organisation.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part B: Traders’ Health & Safety Questionnaire**

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| --- | --- |
| Organisation name: |  |
| Trading address: |  |
| Contact name: |  |
| Please supply all vehicle registration numbers of those needed to set-up the stall. |  |
| Please give details of the person with overall responsibility for Health & Safety on your pitch: |  |
| If relevant, please provide Public Liability Insurance details (attach a copy of your current PL Insurance) | Insurer’s name:Amount £:Expiry date:  |
| If relevant, please provide Product Liability Insurance details if you are selling (attach a copy of your current PL Insurance) | Insurer’s name:Amount:Expiry date: |
| Have you or your organisation ever been prosecuted, or have any notices been served by any Local Authority Environmental Health Department or the health and Safety Executive? |  YES/NO |
| If yes, give brief details: |
| Have you suffered any RIDDOR reportable accidents as a result of your company or business operation in the last 5 years? | YES/NO |
| If yes, please give brief details: |
| If you are using flammable equipment / liquids / gas, please confirm you will bring appropriate fire safety equipment for your pitch? | YES/NO  |

**Please sign below** to confirm the details provided in this Health and Safety questionnaire as true and correct and to confirm you have read, understand and agree to comply with the Terms and Conditions attached.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part C: Terms and Conditions**

* 1. Payments will not be refunded under any circumstances.
	2. **Bookings will only be confirmed on receipt of all the required documentation fully completed, all certificates and insurance details, and of the relevant payment.**
	3. The Organiser will not provide electricity to pitches without prior arrangement.
	4. The Organiser will supply traders with 2 hot drink only to be used on the days of the event.
	5. All pitches will be on hardstanding concrete.
	6. **The Organiser will advise the trader of the location of their allocated pitch, there will be no movement of this pitch and you must ensure your belongings remain within the confines of the pitch allocated.**
	7. **Exhibitors shall leave the location clean of rubbish and substantially in the condition it was before Vendor occupied it.**
	8. Exhibitors shall have access to the location agreed upon by the parties no earlier than the agreed times.
	9. Exhibitors shall be fully set-up one hour prior to the Event’s commencement.
	10. Exhibitors shall not vend any alcoholic beverages at and during the Event
	11. Exhibitors staff shall be clothed and groomed in a clean, neat fashion and shall conduct themselves in an orderly fashion
	12. No music, noise, or sound amplification devices shall be used by vendor’s staff at the location or brought onto site with the exhibitors’ stall
	13. Vendor shall have access to the location for 1.5 hours after the conclusion of the Event to dismantle and remove all things brought to the location by the exhibitor. There shall be no overnight security. If traders choose to leave any items overnight, Sheppy’s House of Cider takes no responsibility for those items. **Traders shall leave the location clean of rubbish and substantially in the condition it was before the trader occupied it.**
	14. Exhibitors hereby agrees to indemnify and hold harmless Sheppy’s House of Cider against any damages or claims that may arise in connection with Exhibitor’s presence at the Event and Exhibitor’s activities of any kind
	15. Market traders will not be allowed to trade if in possession of any alcohol items
	16. **Overnight sleeping or camping is not permitted.**
	17. Vendors will not bring on site any of the following items:
		1. Fireworks or sky lanterns
		2. Potential weapons
		3. Portable laser equipment
		4. Any illegal or offensive items
		5. Sound systems
	18. Traders accept that they participate in the Event at their own risk
	19. Traders are responsible for ensuring that all items sold by them comply fully with UK and European consumer laws with regards to safety, fair trading, price display, food and weights and measures. Any services provided and statements about services provided must comply with trading standards legislation. Advice on trading standards can be found on [www.everythingregulation.org.uk](http://www.everythingregulation.org.uk)
	20. Traders must not sell any goods that infringe any third-party copyright or trademarks
	21. Traders are liable for any faulty, damaged or mis-described items sold by them. The Organiser will not accept any responsibility or liability for any contractual liabilities of Traders. In the Event of a dispute between a Trader and a consumer, the Organiser has the right to pass the Traders business contact details to the consumer.
	22. Traders are advised to take out insurance cover for the day to cover potential cancellation or curtailment of the Event.
	23. Traders will fully indemnify and keep the Organisers fully indemnified against all actions, claims, costs including legal costs, expenses and liabilities arising under statute or common law from: -
		1. Injury to or death of any person; and/or
		2. The loss of or damage to any property including property belonging to the Land Owners or any third party; and/or
		3. Any breach of the Traders obligations; insofar as they arise under these terms and conditions or as a result of any act, omission, default or negligence by the Trader or its staff, agents or sub-contractors in respect of the Event.
	24. Traders must provide evidence of the required insurance cover with their application. Where such insurance cover is due to expire prior to the Event day, evidence of renewal of such cover must be provided to the Organiser before the Event day. Traders must produce evidence of insurance cover when requested by the Organiser at any time prior to or during the Event day.
	25. The Organiser will not be liable for any actions, claims. Costs, expenses and liabilities incurred by Traders, except and to the extent that such actions, claims, costs, expenses and liabilities arise solely out of the act, omission, default or negligence of the Organiser, its employees or agents.
	26. **Trading is to remain strictly between 10:00am and 16:00pm on Saturday 23rd November 2019 and between 10:00am and 16:00pm on Sunday 24th November 2019. Trading outside of these times will result in the exhibitor forfeiting their place at future events.**
	27. **Vendors stall MUST fit within the pitch size marked out. Anyone exceeding their pitch size will be required to move to within the pitch size or be asked to leave the site immediately.**

**PLEASE RETURN PARTS A & B TO HAYLEY AT SHEPPY’S HOUSE OF CIDER AS SOON AS POSSIBLE TO RESERVE YOUR PITCH.**

**PITCHES ARE ALLOCATED ON A FIRST COME, FIRST SERVED BASIS.**

**DO NOT MAKE PAYMENT WITHOUT AN INVOICE.**

**ANY PITCHES WHICH HAVE NOT BEEN PAID BY FRIDAY, 11th OCTOBER 2019 WILL BE FORFEITED.**