

Christmas Craft Fair

Saturday 2nd and Sunday 3rd December 2023

Sheppy's House of Cider: Three Bridges, Bradford-on-Tone, Taunton, TA4 1ER

Sheppy's Christmas Craft Fair will take place on Saturday 2nd and Sunday 3rd December. Craft stalls will be set up across the House of Cider site including a marquee in the carpark. The House of Cider Café will be offering food and drinks including outside refreshment stalls and our farm shop will be offering tasting sessions of the different products.

Set up and de rig

The site will be available for setting up from 8:00am on both Saturday 2nd and Sunday 3rd December 2023, 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 as well as your estimated de rig time. Trading hours for both Saturday 2nd and Sunday 3rd will be from 10:00am to 4:00pm, no traders may be cleared before 4:00pm without permission. All stalls must be cleared by 6:00pm.

NO VEHICLE MOVEMENTS WILL BE ALLOWED IN THE FAIR AREAS BETWEEN TRADING HOURS. All vehicles must be removed by 9:30am and are unable to return until 4:30pm on Monday 1st May.

Pitches will only be reserved until the full payment date. If full payment has not received one month after receiving invoice, then your pitch will be offered to traders on waiting list.

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

Some Key information

- a) Free car parking is available in our production yard for one car per stand.
- b) All stand/display set-up needs to be fully completed by 9:45am on both Saturday 2nd and Sunday 3rd December.
- c) All trader vehicle movements are strictly prohibited during trading hours.
- d) Trade stand closure is not permitted to commence until 16:00pm on both Saturday 2nd and Sunday 3rd December.
- e) Follow the instructions and directions of our stewards and staff at all times.
- f) 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.
- g) Please ensure you public liability insurance is up to date at the time of the event.
- h) Stand fee includes both event days. Stand holders must exhibit across both event days.

Please return your completed application to events@sheppycider.com or hand deliver to Megan at: Sheppy's House of Cider, Three Bridges, Bradford-on-tone, Taunton, TA4 1ER. Payments can be made by calling 01823 461233 and using your invoice number as reference; or electronic payments can be made using the following details: Sheppy's Cider Ltd. SORT CODE 30-98-45, ACCOUNT 40772268. Company No, 6426188. VAT No, GB 130 6902 95.

Stands

Marquee: Stand inside the main Marquee. Limited electricity spaces available. **2m frontage X 2m depth (Including standing space).**

Old Barn: Stand inside our old barn. Electricity and overnight lockup included. This stand will be close to amenities. **2m frontage X 2m depth (Including standing space).**

Stable Room/Museum: Stand inside Sheppy's function room. Electricity, heating and overnight lock up included. **2m frontage X 2m depth (Including standing space).**

Gazebo: Outside space close to House of Cider building. No electricity available. **Any size but a maximum of 3m depth. 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. **Stands with electricity will be provided with 1 x 13amp socket only.**

Marquee Stand (2m X 2m)	£60 EARLY BIRD	EARLY BIRD PRICES VALID UNTIL FRIDAY 31ST MARCH.
Electricity (1 x 13amp plug, optional extra for Marquee Stands)	£15.00	
Gazebo Stand (SIZE MUST BE PROVIDED IN PART A)	£50.00 EARLY BIRD	
Old Barn (2m X 2m)	£80.00 EARLY BIRD	
Stable Room/Museum (2m X 2m)	£80.00 EARLY BIRD	

Invoice will be sent as proof of confirmation (please do not make payment until you have received an invoice)

Stands are not confirmed or secure until all of the following are completed:

- Copy of Liability Insurance documents sent (if applicable)
- Health & Safety questionnaire completed
- Relevant payment made
- Booking form completed in full

How to apply

Please complete parts A, B and C of this application in full and return to **events@sheppycider.com**. An invoice will then be sent for payment along with confirmation of your pitch. Traders must pay the full pitch fee one month after receiving invoice, any pitches which have not been paid will be forfeited. Do not make payment without invoice.

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Part A: Application to Trade

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

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

Which type of stand would you like? Please circle/ highlight.

Marquee Stand (2m X 2m)	Gazebo trade stand
Stable Room/Museum Stand (2m x 2m)	Old Barn (2m x 2m)

If you have selected gazebo trade stand, please specify the size.

If you would like a marquee, old barn or stable room/museum stand, please ignore this question.

Frontage (In meters):	
Depth (In meters):	

Do you need electricity? Please circle/ highlight.

Yes	No
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What time would you like to arrive?

(Actual arrival/unload time will be indicated in pre-event briefing sent 2 weeks prior to event)

<p>Saturday 2nd December 2023 (Set-up from 8:00am, completed by 9:45am)</p>	am
<p>Sunday 3rd December 2023 (Set-up from 8:00am, completed by 9:45am)</p>	am

Estimated pack up time?

(Actual pack up/derig time will be indicated in pre-event briefing sent 2 weeks prior to event)

<p>Saturday 2nd December 2023 (A parking space will be allocated to reload your vehicle based off your pack up time)</p>	
<p>Sunday 3rd December 2023 (A parking space will be allocated to reload your vehicle based off your pack up time)</p>	

PLEASE CONTINUE TO PART B

Part B: Traders' Health & Safety Questionnaire

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 CONTINUE TO PART C

Part C: Terms and Conditions

- a) Payments will not be refunded under any circumstances.
- b) **Bookings will only be confirmed on receipt of all the required documentation fully completed, all certificates and insurance details, and of the relevant payment.**
- c) The Organiser will not provide electricity to pitches without prior arrangement.
- d) All pitches will be on hardstanding concrete.
- e) **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.**
- f) **Exhibitors shall leave the location clean of rubbish and substantially in the condition it was before Vendor occupied it.**
- g) Exhibitors shall have access to the location agreed upon by the parties no earlier than the agreed times.
- h) Exhibitors shall be fully set-up fifteen minutes prior to the Event's commencement.
- i) Exhibitors shall not vend any alcoholic beverages at and during the Event.
- j) Exhibitors staff shall be clothed and groomed in a clean, neat fashion and shall conduct themselves in an orderly fashion.
- k) 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.
- l) Vendor shall have access to the location for 2 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.**
- m) 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
- n) Market traders will not be allowed to trade if in possession of any alcohol items.
- o) **Overnight sleeping or camping is not permitted.**
- p) Vendors will not bring on site any of the following items:
 - i) Fireworks or sky lanterns
 - ii) Potential weapons
 - iii) Portable laser equipment
 - iv) Any illegal or offensive items
 - v) Sound systems
- q) Traders accept that they participate in the event at their own risk.
- r) 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.
- s) Traders must not sell any goods that infringe any third-party copyright or trademarks.
- t) 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.

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- u) Traders are advised to take out insurance cover for the day to cover potential cancellation or curtailment of the event.
- v) 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: -
 - i) Injury to or death of any person; and/or
 - ii) The loss of or damage to any property including property belonging to the Land Owners or any third party; and/or
 - iii) 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.
- w) 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.
- x) 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.
- y) **Trading is to remain strictly between 10:00am and 16:00pm on Saturday 2nd and Sunday 3rd December 2023. Trading outside of these times will result in the exhibitor forfeiting their place at future events.**
- z) **Vendor's 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 do not make payment without receiving an invoice from
events@sheppycider.com.**

**Full payment must be received one month after receiving invoice.
Unpaid pitches will be reallocated to traders on the waiting list.**

This application is subject to the terms and conditions. By signing below, you confirm you are duly authorised to sign and accept all the terms and conditions on behalf of your organisation and confirm the details provided in this Health and Safety questionnaire as true and correct.

Signed: _____ **Date:** _____

Name: _____ **Position:** _____

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

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