



Summer Garden Fete at Hotel Endsleigh

Stallholder Application Form

Wednesday 28th June 2017

Miss Ivy Events Ltd is pleased to be taking applications for our forthcoming 'Summer Garden Fete' fair at Hotel Endsleigh, Milton Abbot on Wednesday 28th June 2017.

A prestigious and stunning venue that we are most excited to be working with. The Fete will be hosted in the stunning gardens at the back of the Hotel and we will look to be appealing to the 'ladies who lunch' market.

This is a select venue and therefore the exhibitors will be handpicked by ourselves and the venue. If you wish to be considered for this process please return your form to the address below. Please do not consider this application as a guaranteed slot we will confirm all spaces within 10 days of receiving the application. If you have not traded with us before please submit photos of your products.

Due to this being a 1 day event, there will only be the option to bring your own gazebo.

Our aim is to have as broad a selection of Vintage and gift products as possible on sale to satisfy both customers and stallholders.

Applications can be sent via email to jo@missivyevents.co.uk or posted to Miss Ivy Events Ltd, Oak Hayes, Bal Lane, Mary Tavy, Tavistock PL19 9PE.

We will confirm receipt of this form and once the selection process has taken place, email your confirmation of booking to you. BACS payments will be refunded and cheques returned should your application be unsuccessful. Cheques will be cashed upon confirmation of your stall booking.

Stallholder Application Form

Name of Business	
Stallholder Contact Name	
Business/Contact Address	
Email	
Telephone number	
Business website, Facebook address, images of products or previous stalls (Can be attached to application if applicable)	
Brief description of goods to be sold (All products to be sold must be declared on application and if any other items are brought we reserve the right to ask you to remove them)	

Stall Location	Wednesday 28th June 2017	Cost
Main Lawn 3mx 3m Gazebo Pitch (You must provide your own table, chairs and gazebo. All gazebos will be on grass and must be secured firmly)		£45.00
Main Lawn 4.5mx 3m Gazebo Pitch (You must provide your own table, chairs and gazebo. All gazebos will be on grass and must be secured firmly)		£50.00

Wednesday 28th June 2017	Total Cost
Space booked	
Any requirements	
GRAND TOTAL	
Payment in full must be made for this event at time of booking	

Payment Method Full payment is due with booking form (Please complete one section)	Full Payment Made by Cheque Date: Cheque No:
Full Payment Made by BACS Date: Ref:	Full Payment Made by PayPal Date:

Booking Conditions

Summer Garden Fete – Wednesday 28th June 2017

- Application Form, risk assessment copy of Public Liability Insurance Certificate and full payment to be received by Miss Ivy Events Ltd.
- **Your stall will be confirmed within 10 days of receipt. Please note that no application will be accepted without a copy of PLI insurance and the attached risk assessment filled out.**

Payments

- Please ensure that you quote reference ENDSLEIGH2017 when paying by BACS or note this reference on your cheque.
- BACS payment should be made to Miss Ivy Events Ltd, Sort code 30-98-46, Account number 23492468.
- Cheques should be made payable to 'Miss Ivy Events Ltd' and sent to Oak Hayes, Bal Lane, Mary Tavy, Tavistock, PL19 9PE.
- PayPal payments should be made to jo@missivyevents.co.uk

Insurance

- Stallholders are responsible for their own Public Liability Insurance up to 5 million and for a risk assessment to be done on their stalls. The organisers accept no liability for damage or for loss of goods & equipment nor any liability for injury to persons at the event. If stall holders are selling food or drink items, a copy of your food and hygiene certificate must be sent with your application.

Stall information

- Should your requested space not be available, you will be offered an alternative location in advance of the event.
- Please do not place any items in front of your stall or outside of the space you have booked as this is a Health and Safety risk. You will be asked to remove any items that could cause an obstruction.
- You must supply your own Gazebo at this event with appropriate weights. The gazebos will be situated on grass.
- There is a NO REFUND policy on all cancellations.
- You must specify all goods to be sold on the form, you will be asked to remove any goods that have not been approved.
- All tablecloths must cover the front of your stand covering all boxes.

Stallholder statement: Please tick & sign to acknowledge

I enclose the following:

- Completed booking Form
- Public Liability Insurance form
- Risk assessment form
- Full payment.
- I have read and understood the above terms and conditions and agree to uphold them and to ensure that my representatives do likewise.

I understand that if I have falsified any information on this form I may be suspended from trading at the "Summer Garden Fete".

Print Name:.....Signed.....

Company.....Date:.....