

MISS IVY'S PetFest

Presents

'A Doggy Day Out at the Castle'

Sunday 17th Sept 2017

Exhibitor booking form

Miss Ivy Events Ltd is pleased to be taking applications for our 'Doggy Day Out at the Castle' at Woodlands Castle, Taunton on 17th May 2017. This easy to access Somerset venue is just off the M5 and has a diverse range of exhibiting spaces and areas to showcase an array of exhibitors and festival contributors. The event is dedicated to the wonderful world of dogs, from big to small, and will provide information, products, seminars and talks about dogs.

This is a unique event to the South West, and with your support and contributions we hope to grow the festival and continue organising them in interesting locations throughout the region.

Even though this is a new concept for Miss Ivy Events in 2017, we are confident that the venue, the concept and our marketing will enable us to organise an incredibly popular event, which is set within a lucrative market that's not been fully explored in the South West.

There will be dog shows, agility, doggy tea party, dog massage sessions and lots more.

With this in mind, we're looking for exhibitors who sell services and/or products for dogs, and in return we are offering a variety of exhibiting spaces in the marquee, arena area and grounds, including gazebo pitches down to small service provider pitches.

Entry to the event is £2.50 on the door.

Please note that **the completion and return of this application form and deposit payment is not confirmation of your pitch booking.**

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, an email of your booking confirmation will be sent to you. You can pay your fee by BACS or cheque. BACS payments will be refunded and cheques returned should your application be unsuccessful. Cheques will be cashed upon confirmation of your stand booking.

Exhibitor Application Form

Name of Business	
<u>Exhibitor Contact Name</u>	
<u>Business/Contact Address</u>	
Email	
Telephone number	
Business website, Facebook address, images of products or previous stands (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)	
Deposit Payment Made by (Please circle one)	BACS / Cheque

Stand Location	Sunday 17th Sept 2017	Cost
Indoor marquee space 6' x 4' wall space		£45.00
Indoor marquee space 6' x 4' middle aisle		£40.00
Indoor marquee space 8' x 4' end wall space		£55.00
Indoor marquee space 12' x 4' wall space		£85.00
Indoor marquee space 3ft space(for service businesses with leaflets only)		£30.00
12' x 12' (4m x 4m) Outside space (A defined area marked out to bring in a mobile unit, portable display or your own marquee)		£60.00
20' x 12' (6m x4m) Outside space (A defined area marked out to bring in a mobile unit, portable display or your own marquee)		£75.00

If you require a custom size stand please email jo@missivyevents.co.uk for a quote. We are able to offer a charity rate on all stands of 25% discount off above prices.

Sunday September 17th 2017	Total Cost
Space booked Please tick here if you require electric Y/N	
6ft x 2.5ft trestle table £6.00	
TOTAL COST	

Booking Conditions

Doggy Day Out at the Castle – Sunday 17th Sept 2017

- Application Form, copy of Public Liability Insurance Certificate, risk assessment and deposit to be received by Miss Ivy Events Ltd.. Please note it is a first come first served basis and interest in this event is high so early booking is recommended.
- Within 10 days of Miss Ivy Events Ltd receiving application exhibitor to receive confirmation of booking and (if applicable) cheque to be cashed. Unsuccessful applications to be notified and deposit payment to be refunded. (Cheque returned or BACS refund to be made).
- In the event that an exhibitor wishes to cancel their stand, the payment received by the organisers whether in part of full, will be non-refundable.

Payments

- Please ensure that you quote reference DOGGYCASTLE 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.
- Payment can also be made by paypal to jo@missivyevents.co.uk

Terms & Conditions

- Exhibitors are responsible for their own Public Liability Insurance up to 5 million. The organisers accept no liability for damage or loss of goods or equipment, nor any liability for injury to persons at the event. **A copy of this must accompany your application to be considered.**
- We will not allow the sale or promotion of sale of any animal at the Show apart from fish & reptiles.
- All businesses must be supporting the ethical well being of pets, if we feel any product/service is not supportive of this ethic we will ask them to leave. We do not permit any raw hide product to be sold.
- All electrical items must be PAT tested and have the appropriate certificate.
- You will be required to do a risk assessment of your stall which will be emailed to you in your exhibitor pack in April 2017.
- **Severe Weather or other Acts of God:** The Show Organiser and the land owner will try and ensure the event takes place. However, if conditions are deemed severe enough to create a risk to health & safety, the event will be cancelled. A decision to cancel, may be as near as the day prior, on the day or during the event. In the event of cancellation, the organisers will not be held responsible for any loss to the stallholders (including financial loss). In the advent of extreme weather conditions, stallholders can check if the event is going ahead by calling The Show Organiser on the number provided at time of booking and checking social media. In the event of cancellation the day prior to the event a text and/or email will be sent.
- **If selling foodstuffs:** Environmental Health (EH) compliant: Produce preparation, packaging, display and handling must comply with local environmental health legislation; your details may be passed on. Only top quality food produce should be offered for sale, produce not listed on the application form may be removed by the

organisers. If claiming organic or similar certification, a copy of the certificate and any supporting documents that specify what is covered must be displayed on your stall.

- All horses, ponies, donkeys and related animals that come on site for rides or Shows must have horse passports and a copy sent prior to the event.
- **Health, Cleanliness and Safety:** Stallholders must comply with all Health and Safety, Trading Standards and any other legislation in force at the time of the event. The Show Organisers decisions are final.
- Stallholders are responsible for removing their own rubbish and clearing their site at the end of the day.
- The Show Organisers reserves the right to request the removal of any items without explanation.
- No additional storage will be provided for any luggage, packaging etc.
- Stallholders will be provided with an arrival time to ensure the safe and timely set up of stalls. The Show Organiser reserves the right to refuse entry to those arriving late

Stand 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 stand 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 stay within the marked area of the space that you have paid for.
- Free tea/coffee will be available for exhibitors

Please sign below to accept the above booking terms and conditions:

Signed.....