



# Mount Edgcumbe Artisan Food Market

## Aug 27<sup>th</sup> 2017

### Stallholder Application Form

Miss Ivy Events Ltd is pleased to be taking applications for our forthcoming 2017 Markets at Mount Edgcumbe, Cornwall.

**Miss Ivy's Gazebos at Mount Edgcumbe:** We are able to offer 3m x 3m pitches at £40.00 4.5 m x 3m pitches at £50.00 & 6m x 6m at £65.00 all at the front of the house and in the Barrow Centre. Gazebos will be provided and erected for all stallholders. Please note that due to the large size of the 6m x 3m gazebos there will be 2 businesses in each gazebo if a 3m x 3m pitch is booked. If you wish to share with a particular business please let us know.

Our aim is to have as broad a selection of quality products relevant to each Market as possible on sale to satisfy both customers and stallholders. Please note that due to the popularity of the event for stallholders, **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](mailto: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. If your application is unsuccessful, you will be placed on a waiting list and contacted should a stall cancellation occur. You can pay stall fee by BACS, cheque or PayPal. BACS & PayPal payments will be refunded and cheques returned should your application be unsuccessful. Cheques will be cashed upon confirmation of your stall booking. Please note payment is required in full with your application.

Miss Ivy Events Ltd Company Registration Number (England) 08408948  
Oak Hayes, Bal Lane, Mary Tavy, Tavistock PL19 9PE

## Stallholder Application Form

<b>Name of Business</b>	
<b>Stallholder Contact Name</b>	
<b>Business/Contact Address</b>	
<b>Email</b>	
<b>Telephone number</b>	
<b>Business website, Facebook address, images of products or previous stalls</b> (Can be attached to application if applicable)	
<b>Brief description of goods to be sold</b> (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)	
<b>Deposit Payment Made by</b> (Please circle one)	<b>BACS   /   Cheque   /   Paypal</b>



## **Booking Conditions**

**Stallholder statement:** Please tick & sign to acknowledge

I enclose the following:

- Public Liability Insurance form
- Risk assessment form
- Full payment.
- I have read and understood the following 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 Mount Edgcumbe Markets

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

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

## **Booking Conditions**

### Mount Edgcumbe Markets 2017

- 15th April 2017 – Application Form, copy of Public Liability Insurance Certificate, Risk assessment and full payment to be received by Miss Ivy Events Ltd.
- 22nd April 2017 - Stall holder 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). OR within 7 days of booking form being received.
- Once your booking has been confirmed, failure to commit to the date booked will result in the loss of your stall fee.

### **Payments**

- Please ensure that you quote reference ME 2017 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 can be made to [jo@missivyevents.co.uk](mailto:jo@missivyevents.co.uk)

### **Insurance & Risk Assessment**

- Stallholders 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. If stall holders are selling food or drink items, a copy of your food and hygiene certificate must be sent with your application.

- All stallholders must complete a risk assessment if we do not already hold one on file.
- 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.

### **Stall information**

- Please do not place any items in front of your gazebos 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.
- There is no access to electric on site.
- **Tables and chairs are not provided - there is an option to order table and chairs on the application form above.**
- All gazebos must be treated with respect - any damage incurred while you are trading you will be liable for and will be invoiced accordingly.
- The hire of the gazebo includes industrial strong weights.
- Car parking will be available on site for exhibitors.