



Tavistock's Summer Fete
Tavistock Bedford Square and Pannier Market
Sunday 20th August 2017 10:30 - 4:00
Stallholder Application Form

Miss Ivy Events Ltd is pleased to be working with the Tavistock Bid to bring you 'Tavistock's Summer Fete' on Sunday August 20th at Bedford Square, Tavistock. This will be a community event with free entry to Bedford Square and the Guildhall car park.

The Square will be host to entertainment including music, workshops, children's entertainment and lots more.

Our aim is to have as broad a selection of Artisan, gift and Vintage products as possible on sale to satisfy both customers and stallholders. **Please note that completion and return of this application form and deposit payment is not confirmation of your pitch booking.**

There are a limited amount of gazebos available if you do not have your own (these will be allocated on a first come first serve basis). All gazebos must be in good condition and you must provide your own weights to secure the gazebo down. You must provide your own table & chairs if in a marquee - tables and chairs will be provided for indoor pitches.

We would appreciate you making the effort to dress the gazebo and your stands with bunting to fit in with the party mood!

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. Spaces are limited so early booking is advised.

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 your stall fee by BACS, Paypal or cheque. 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)	
Deposit Payment Made by (Please circle one)	BACS / Cheque / Paypal
Food Hygiene Rating (If applicable)	
Name & Address of local authority where registered (If applicable)	

	Sunday 20th August 2017	Cost
3m x 3m pitch for own gazebo (Must be weighted down with weights suitable for hard - standing surface)		£45.00
2m x 2m pitch with provided gazebo (limited availability)		£50.00
3m x 3m catering pitch (You must provide your own silent generator - no electric available)		£60.00
4m x 4m catering pitch (You must provide your own silent generator - no electric available)		£70.00

Sunday 20th August 2017	Total Cost
Space booked	
GRAND TOTAL	

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

Tavistock's Summer Fete – Sunday 20th August 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 TAVISUMMER2017 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.
- If you are supplying your own Gazebo at this event you must have appropriate weights.
- 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 " Tavistock's Summer Fete".

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

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