



# All things Festive & Lovely Show

## Stallholder Application Form

### Saturday Nov 18th 2017

Miss Ivy Events Ltd is pleased to be taking applications for our forthcoming 'All things Festive & Lovely' Show at Tavistock College on Saturday 18th Nov 2017.

An exciting new venue for us in Tavistock where we have a large following. We started our fairs in November 2011, they have been a great success and we now run them across Devon, Cornwall and Somerset.

We advertise locally in magazines and local press as well as social media, newsletters, banners, flyers and posters.

Our aim is to have as broad a selection of Christmas gifts including handmade and bought in goods. 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. BACS payments will be refunded and cheques returned should your application be unsuccessful. Cheques will be cashed upon confirmation of your stall booking.

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>Full Payment Made by</b> (Please circle one)	<b>BACS / Cheque / Paypal</b>

<b>Stall Location</b>	<b>Sat Nov 18th 2017</b>	<b>Cost</b>
<b>Main Hall</b> Back wall space with access to electric 6' x 4' space		£40.00
<b>Main Hall</b> Back wall space with access to electric 8' x 4' space		£45.00
<b>Main Hall</b> Centre end space (2 spaces only) (No electric) 6' x 4' space		£45.00
<b>Main Hall</b> Centre 6' x 4' space (No electric and limited number)		£40.00
<b>Hallway / Refectory</b> 8 x 4 space (No electric)		£40.00
<b>Catering Pitch</b> 3m x 3m space in front of college entrance doors (Only 2 available)		£70.00

<b>Saturday 18th Nov 2017</b>	<b>Total Cost</b>
Space booked	
Table Hire £5.00	
<b>GRAND TOTAL</b>	
Payment in full must be made for this event at time of booking	

<b>Payment Method</b>	<b>Full Payment Made by Cheque</b>
Full payment is due with booking form (Please complete one section)	<b>Date:</b> <b>Cheque No:</b>

<p><b>Full Payment Made by BACS</b></p> <p><b>Date:</b>                      <b>Ref:</b></p>	<p><b>Full Payment Made by PayPal</b></p> <p><b>Date:</b></p>
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**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 All things Festive & Lovely Show.

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

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

**Booking Conditions**

All Things Festive & Lovely – Saturday 18th November 2017

- 31st Aug 2017 – Application Form, copy of Public Liability Insurance Certificate, Risk assessment and full payment to be received by Miss Ivy Events Ltd.
- 8th Sept 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 TAVISTOCK 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

### **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

### **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 have requested access to electric, please supply your own extension lead. All electrical goods must be PAT tested.
- All spaces will include a chair. Tables must be booked in advance. You are able to supply your own table should you wish but this must fit comfortably within the confines of your booked space.