



2<sup>nd</sup> December 2017, All things Vintage & Festive

## Stallholder Application Form

Miss Ivy Events Ltd is pleased to be taking applications for our forthcoming Festive and Vintage fair at Plymouth Guildhall on Saturday 2nd December 2017. We changed the format of the events during 2017 to ensure that we are reaching new customers and the events remain exciting and innovative!

A fabulous venue in the heart of Plymouth City Centre, we have run very successful fairs at Plymouth Guildhall for the past four years and have a loyal following in the area, attracting approximately 1500 visitors. Extensive advertising is done for all Miss Ivy's events.

We have a few different stall options available; you can choose to have an end space which will give you more display room at the end of your stall. We also offer the option to book an extra half stall in the main hall where space allows for you to bring your own hanging rail or display stand.

Our aim is to have as broad a selection of Vintage, Gift and Artisan products 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 payment is not confirmation of your pitch booking.** Although you may request a particular pitch this does not guarantee you will be allocated it, the final decision is made by the organiser.

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. Please email [joan@missivyevents.co.uk](mailto:joan@missivyevents.co.uk) for all queries related to the Plymouth Guildhall events.

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 the full amount by BACS, PayPal or cheque. Cheques will be cashed upon confirmation of your stall booking or returned should your application be unsuccessful. Bacs and PayPal payments will be refunded.

## STALLHOLDER APPLICATION FORM

<b>Name of Business</b>	
<b>Stallholder Contact Name</b>	
<b>Business/Contact Address</b>	
<b>Email</b>	
<b>Home Telephone number:</b> <b>Mobile 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)	

**Space Required: Please refer to the Guildhall plans and indicate the number of your first & second choice of space. If you require extra space this must be booked in advance. This does not guarantee your pitch but helps the organisers with stand allocation.**

Position and Cost		Sat 2 <sup>nd</sup> Dec 2017	
		1 <sup>st</sup> choice position	2 <sup>nd</sup> choice position
<b>Main Hall</b> Wall space with electric 8 x 2.5' table	2-17 <b>£55.00</b>		
<b>Main Hall</b> 10' wall end space with electric 4 x 2'.6" tables	1,8, 9,11,18, 53 <b>£65.00</b>		
<b>Main Hall</b> Centre space, no electric 8' x 2.5' table	19-32 <b>£50.00</b>		
<b>Main Hall</b> Centre end space + rail space, no electric 8' x 2.5' table	49-54 <b>£60.00</b>		
<b>Main Hall</b> Centre space, no electric 6' x 2' table	33-48 <b>£40.00</b>		
<b>Additional space on request</b> Please email for a price	<b>From £20.00</b>		
<b>Lounge</b> 12' x 6' clothing space with electric 6' x 2' table	1A-5A <b>£70.00</b>		
<b>Lounge</b> 18' x 6' space with electric 6 x 2 table	1D <b>£100</b>		
<b>Lounge</b> 20' x 8' space with electric 6 x 2 table	1E <b>£115</b>		
<b>Lounge</b> No electric 8' x 2.5' table	1B-5B <b>£50.00</b>		
<b>Lounge</b> No electric 6' x 2' table	1C-4C <b>£40.00</b>		
<b>Additional rail space required in Lounge</b>	<b>£10.00 for 2 foot</b>		
<b>Foyer</b> 8 x 2.5 table	1F-3F <b>£50.00</b>		
<b>Foyer</b> 15 x 6 clothing space 6 x 2 table	1G <b>£75.00</b>		

<b>Sat 2nd Dec 2017, Plymouth Guildhall</b>	<b>Cost</b>
Cost of space booked including table and chair	
Additional space agreed in advance for rail/extra display	
<b>GRAND TOTAL</b>	

	<b>Full Payment Made by BACS</b>	
	<b>Date:</b>	<b>Ref:</b>
<b>Full Payment Made by PayPal</b>	<b>Full Payment Made by Cheque</b>	
<b>Date:</b>	<b>Date:</b>	<b>Cheque No:</b>

**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 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 Vintage & Festive Event".

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

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

# STAGE

1.  
10ft  
4 x  
2.5  
tables  
£65

2.  
8 x  
2.5  
£55

3.  
8 x  
2.5  
£55

4.  
8 x  
2.5  
£55

5.  
8 x  
2.5  
£55

6.  
8 x  
2.5  
£55

7.  
8 x  
2.5  
£55

8.  
10ft 4 x  
2.5  
tables  
£65

54.  
8x 2.5 £55

49.  
8 x 2.5 Plus rail £60

19.  
8 x  
2.5  
£50

20.  
8 x  
2.5  
£50

21.  
8 x  
2.5  
£50

22.  
8 x  
2.5  
£50

23.  
8 x  
2.5  
£50

24.  
8 x  
2.5  
£50

25.  
8 x  
2.5  
£50

51.  
8x 2.5 plus rail £60

53.  
8x 2.5 plus 2ft £65

33.  
6 x 2  
£40

34.  
6 x 2  
£40

35.  
6 x 2  
£40

36.  
6 x 2  
£40

37.  
6 x 2  
£40

38.  
6 x 2  
£40

39.  
6 x 2  
£40

40.  
6 x 2  
£40

50.  
8 x 2.5 Plus rail £60

48.  
6 x 2  
£40

47.  
6 x 2  
£40

46.  
6 x 2  
£40

45.  
6 x 2  
£40

44.  
6 x 2  
£40

43.  
6 x 2  
£40

42.  
6 x 2  
£40

41.  
6 x 2  
£40

52.  
8x 2.5 plus rail £60

9  
8x2.5 plus 2ft £65

26.  
8 x  
2.5  
£50

27.  
8 x  
2.5  
£50

28.  
8 x  
2.5  
£50

29.  
8 x  
2.5  
£50

30.  
8 x  
2.5  
£50

31.  
8 x  
2.5  
£50

32.  
8 x  
2.5  
£50

10  
8 x 2.5 £55

18.  
10ft  
4 x 2.5  
tables  
£65

17.  
8 x  
2.5  
£55

16.  
8 x  
2.5  
£55

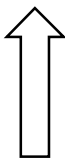
15.  
8 x  
2.5  
£55

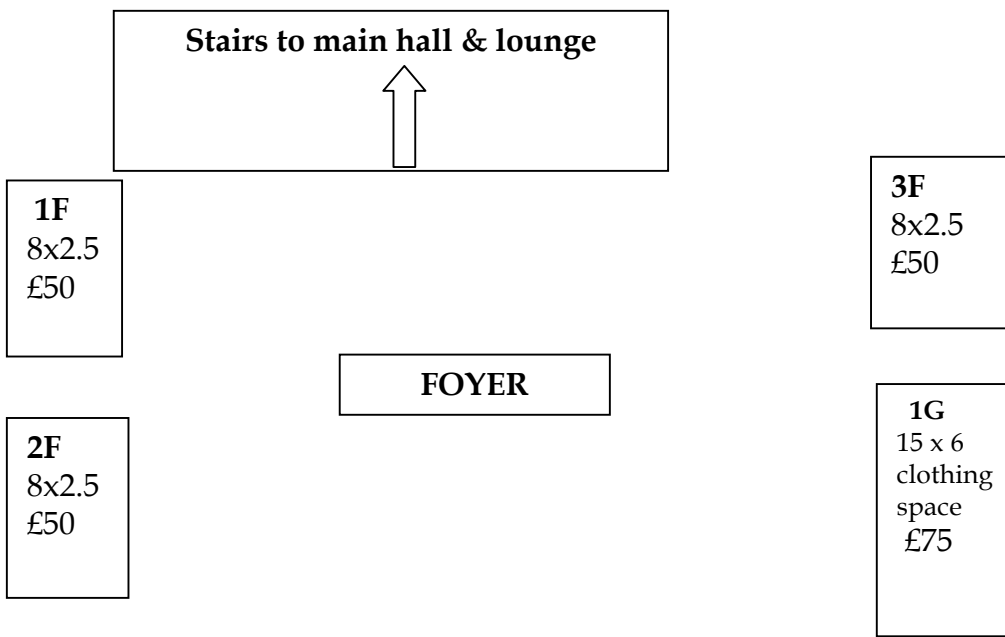
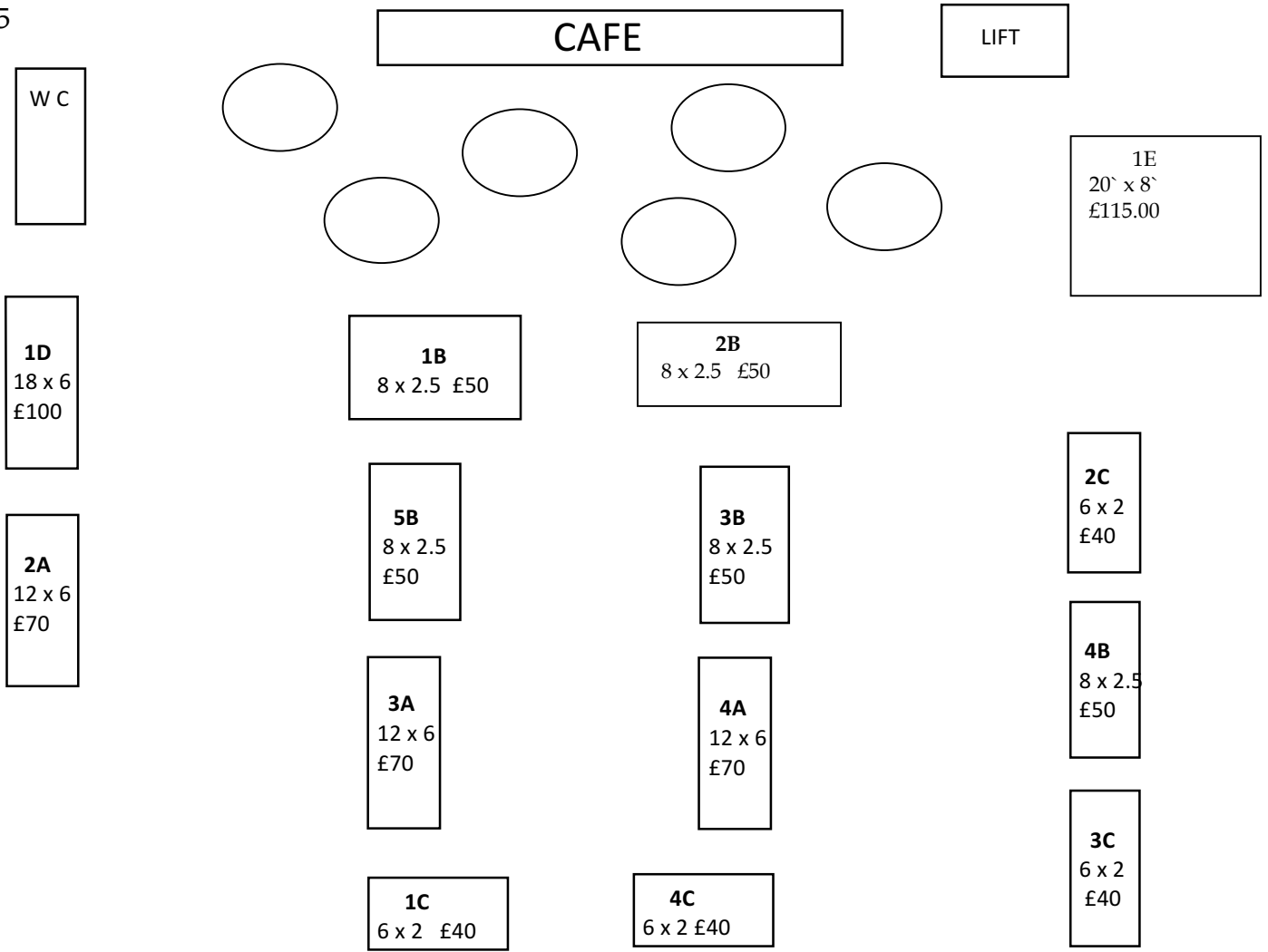
14.  
8 x  
32.5  
£55

13.  
8 x  
2.5  
£55

12.  
8 x  
2.5  
£55

11.  
10ft 4  
x 2.5  
tables  
£65





# Booking Conditions

## All Things Vintage & Lovely - Saturday 2<sup>nd</sup> December 2017

- 1st August 2017 – Application Form, copy of Public Liability Insurance Certificate and full payment to be received by Miss Ivy Events Ltd.
- 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).
- Once your booking has been confirmed, failure to commit to the date booked will result in the loss of your fee

## Payments

- Please ensure that you quote reference GUILDHALL2017 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)

## 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.**
- All exhibitors must complete a full risk assessment form for their stand
- All electrical items must be PAT tested and have the appropriate certificate.
- **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.
- **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
- If you wish to leave your goods overnight this will be at your own risk and Miss Ivy Events Ltd can take no responsibility for this.

**Parking**

- Miss Ivy Events are not liable for any charges incurred by parking illegally & it is the responsibility of all drivers to ensure they are parked in the correct areas for unloading. Parking instructions will be sent with the final details.

Signed.....Date.....