

MISS IVY'S PetFest

CHRISTMAS PETFEST IN TAVISTOCK SUNDAY 5TH NOVEMBER 2017

Miss Ivy Events Ltd is pleased to be taking applications for our Christmas PetFest in Tavistock on Sunday 5th November 2017. This will be located in the Pannier Market and Bedford Square. It will be themed around Christmas and we will be doing competitions, dog show and workshops throughout the day. This popular and easy to access Devon venue is perfect for this unique Christmas PetFest. The event is dedicated to providing customers with great ideas, presents and tips for pets.

This is a unique event to the South West, and with your support and contributions we hope to grow the PetFest's and continue organising them in interesting locations throughout the region. Footfall at the last Show was in excess of 1000 with amazing feedback from traders and customers.

With this in mind, we're looking for exhibitors who sell services and/or products for all types of animals, and in return we are offering space on Bedford Square or in the Pannier Market.

Entry to the event is £2.00 on the door and we will be supporting the Gables with a Dog Show and raffle again.

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 stall 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.

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

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)	
Food Hygiene Rating (If applicable)	
Name & Address of local authority where registered (If applicable)	

Sunday 5th Nov 2017		
12ft x 4ft space in Pannier Market (this is made up of 2 x 6ft trestle tables included in the price)		£45.00
2m x 2m Provided Gazebo on Bedford Square (No table and chair provided)		£55.00
3mx 3m Gazebo space on Bedford Square (Must provide own gazebo, table and chair. All gazebos must have adequate weights)		£45.00
Space Booked		Total Cost
GRAND TOTAL		
Electric required Y/N		

Please complete one of the following payment methods	Full Payment Made by BACS
	Date: Ref:
Full Payment Made by PayPal	Full Payment Made by Cheque
Date:	Date: Cheque No:

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 of booking 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 "Christmas PetFest".

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

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

Booking Conditions

Christmas Pet Fest

15th May Application Form, copy of 5 million Public Liability Insurance Certificate, risk assessment and payment to be received by Miss Ivy Events Ltd.

Payments

- Please ensure that you quote reference CHRISTMASPET 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

- Stallholders are responsible for their own Public Liability Insurance for 5million. The organisers accept no liability for damage or loss for goods & equipment - nor any liability for injury to persons at the event.
- A basic risk assessment must be completed and a copy available on the day (attached)
- Stallholders must ensure they comply with all legal requirements relevant to their product including food safety, trading standards and health and safety legislation.
- 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 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.
- No refunds will be issued for any cancellations.