



The Dartmoor Family Day

Stallholder Application Form

Sunday 10th September 10:30 - 4:00

Miss Ivy Events Ltd is pleased to be taking applications for our forthcoming 'Dartmoor Family Day' at the Two Bridges Hotel, Dartmoor.

We are pleased to be working with Visit Dartmoor to bring you this inaugural event which is all about celebrating what Dartmoor has to offer. The event will host an array of stalls as well as workshops and family activities from local Dartmoor businesses.

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

We are pleased to be able to offer any 'Visit Dartmoor' members a 10% discount off their stall fees. A donation from this day will also go to the 'Dartmoor Pony Heritage Trust'.

Our aim is to have as broad a selection of local artisan, food products and activity providers as possible on sale to satisfy both customers and stallholders. Priority will be given to businesses located on Dartmoor. 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 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.

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)	

Full Payment Made by
(Please circle one)

BACS / Cheque

Stall Location	Sunday 10th Sept 2017	Cost
Fountain Room Back wall space with access to electric 6' x 4' space		£40.00
Fountain Room Back wall space with access to electric 8' x 4' space		£45.00
Fountain Room End space (No electric) 6' x 4' space		£35.00
Outside Pitch 3m x 3m space for own gazebo on lawns		£45.00
Outside Pitch 4.5m x 3m space for own gazebo on lawns		£50.00

Sunday 10th Sept	Total Cost
Space booked	
Table Hire £5.00	
SUB TOTAL	
Members of Visit Dartmoor LESS 10% discount	
GRAND TOTAL	

Booking Conditions

The Dartmoor Family Day

- 31st July 2017 – Application Form, 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 DARTMOOR2017 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 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 have booked a stall with access to electric, please supply your own extension lead. If you have booked a Gazebo Space, you must supply your own Gazebo. You must provide adequate weights for the gazebo.
- All electrical goods must be PAT Tested.
- All inside spaces will include a chair. Tables should 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.
- 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.

Enclosed with application:

- Application Form
- Copy of PLI
- Risk assessment
- Full payment

I accept the above terms and conditions and have included copies of my PLI, risk assessment and full payment with this application..

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

