

MISS IVY'S PetFest

Sunday 1st October 10:30 - 4:30

Exhibitor booking form

Miss Ivy Events Ltd is pleased to be taking applications for the Woodside Charity PetFest at Newnham Park, Plympton on Sunday October 1st 2017. The venue is perfect as is a large park and provides a huge space for exhibitors and the entertainment planned. The event is dedicated to the wonderful world of pets, from big to small, and will provide information, products, workshops and talks about a wide variety of animals for all animal lovers.

This is a unique event in Devon, and we are pleased to be working with K-9 Meals on Wheels to be supporting Woodside Animal Welfare Trust to raise much needed funds for this charity. **All profit** from the event will go to Woodside to enable them to carry on with the great work they do for local animals.

Even though this is a relatively new event for Miss Ivy Events in 2017, we are confident that the venue, the concept and our marketing will enable us to organise an incredibly popular event, which is set within a lucrative market that's not been fully explored in the South West.

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 exhibiting spaces in the grounds. Please note there is no electric on the site so you will need to provide your own generator if needed. You will also need to provide your own tables and chairs.

Entry to the event is £5.00 on the door and online. We will also be running a charity auction to raise further funds for Woodside if you would like to donate a prize to this please email jo@missivyevents.co.uk.

Please note that **the completion and return of this application form and 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.

Exhibitor Application Form

Name of Business	
<u>Exhibitor Contact Name</u>	
<u>Business/Contact Address</u>	
Email	
Telephone number	
Business website, Facebook address, images of products or previous stands (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

Stand Location	Sunday 1st Oct	Cost
12' x 12' (4m x 4m) Outside space (A defined area marked out to bring in a mobile unit, portable display or your own marquee)		£45.00
20' x 12' (6m x4m) Outside space (A defined area marked out to bring in a mobile unit, portable display or your own marquee)		£55.00
12' x 12' (4m x 4m) Outside catering space (A defined area marked out to bring in a mobile unit, portable display or your own marquee for agreed catering -please note there is no electric)		£70.00

If you require a custom size stand please email jo@missivyevents.co.uk for a quote.

Sunday 1st Oct	Total Cost
Space booked	
You must provide your own table and chairs for this event	

Booking Conditions

Miss Ivy's Woodside Charity PetFest

- Applications close on 31st August 2017 – Application Form, copy of Public Liability Insurance Certificate, risk assessment and full payment to be received by Miss Ivy Events Ltd by this date. Please note it is a first come first served basis and interest in this event is high so early booking is recommended.
- Within 10 days of Miss Ivy Events Ltd receiving application exhibitor 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).
- In the event that an exhibitor wishes to cancel their stand, the payment received by the organisers whether in part of full, will be non-refundable.

Payments

- Please ensure that you quote reference WOODSIDEPETFEST 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.
- Payment can also be made by paypal to 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.**
- We will not allow the sale or promotion of sale of any animal at the Show apart from fish & reptiles. We also will not accept sellers selling any rawhide bones or chews.
- All businesses must be supporting the ethical well being of pets, if we feel any product/service is not supportive of this ethic we will ask them to leave.
- **You will be required to do a risk assessment of your stall which must be returned with this application form.**
- **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.
- All horses, ponies, donkeys and related animals that come on site for rides or Shows must have horse passports and a copy sent prior to the event.
- **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 organisers reserve the right to charge a £25.00 fee for any rubbish left on site.
- The Show Organisers reserves the right to request the removal of any items without explanation.
- 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

- 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.

Please sign below to accept the above booking terms and conditions:

Signed.....

