



# Summer Garden Fete

## Stallholder Application Form

### Sunday August 25th 2019

Miss Ivy Events Ltd is pleased to be taking applications for our forthcoming 'Summer Garden Fete' fair at Mount Edgumbe Park on Sunday August 25th 2019.

A fabulous venue, we always have great feedback and a lot of visitors. We started our fairs in November 2011, they have been a great success and we now run them across Devon & Cornwall.

Our aim is to have as broad a selection of artisan, food and gift 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 deposit payment is not confirmation of your pitch booking.**

Applications can be sent via email to [bookings@missivyevents.co.uk](mailto:bookings@missivyevents.co.uk) or posted to Miss Ivy Events Ltd, Oak Hayes, Bal Lane, Mary Tavy, Tavistock PL19 9PE.

We are offering you the opportunity to book all your 2019 events and spread the cost over 6 months. 3 or more events must be booked to take advantage of the payment scheme and you must have paid in full for the events 1 month before the last one takes place. Please tick the box below on the booking form if you wish to take advantage of this payment scheme.

**Your information provided on this form will be stored in paper format for 12 months after the event you have booked. Your information provided on this form will be stored electronically until such time you request us to remove it. Your information is for the sole use of Miss Ivy Events Ltd and will not be shared with any third parties.**

**Add me to the Miss Ivy Events Exhibitors Newsletter mailing list**

Yes Please

No Thanks

If boxes are left un-ticked we will assume you wish to be added to our mailing list.

**For more information on how we store your personal data please visit: <https://missivyevents.co.uk/privacy-policy>**

**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 / Paypal Payment Scheme</b>

<b>Pitch Options</b>	<b>Sunday 25th August 2019</b>	<b>Cost</b>
<b>Outside Pitch</b> 3m x 3m space for own gazebo on lawn (must provide appropriate weights)		£45.00
<b>Outside Pitch</b> 6m x 3m space for own gazebo on lawn (must provide appropriate weights)		£55.00
<b>Catering Pitch</b> 6m x 4m space for own gazebo or vehicle on lawn (must provide appropriate weights) Please note there is no electric at this event.		£75.00
<b>Entertainment Pitch</b> 6m x 6m space on lawn (Please note there is no electric at this event)		£45.00
<b>Charity Pitch</b> 3m x 3m space for own gazebo on lawn (must provide appropriate weights)		£35.00
1/4 page advert on reverse of A5 promotional flier (2000 printed)		£15.00
2m x 1m Banner space in main area (you must provide banner)		£10.00
Business cards/ fliers distributed at entry point to customers (You must provide 1000 fliers)		£15.00

<b>Sunday 25th August</b>	<b>Total Cost</b>
Space booked and promotional activity	
<b>GRAND TOTAL</b>	
Please tick here if you would like to take advantage of our 6 month payment scheme for all 2019 bookings. We will be contact you to confirm monthly payment amount and bank details.	

## **Booking Conditions**

**Stallholder statement:** Please tick & sign to acknowledge

I enclose the following:

- Public Liability Insurance form
- Risk assessment form including PAT testing certificate if applicable
- Full payment
- Copy of food & hygiene certificate/ personal licence
- 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 Summer Fete

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

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

## **Booking Conditions**

### **Summer Fete**

- Application Form, copy of Public Liability Insurance Certificate, Risk assessment and full payment to be received by Miss Ivy Events Ltd.
- Within 7 days stall holder to receive confirmation of booking. Unsuccessful applications to be notified and deposit payment to be refunded. ( 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 stall fee.

### **Payments**

- Please ensure that you quote reference SUMMERFETEME when paying by BACS.
- BACS payment should be made to Miss Ivy Events Ltd, Sort code 30-98-46, Account number 23492468.
- 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.
- If selling alcohol you must provide a copy of your personal licence for us to keep on record
- 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) a credit will be given against another event for any pitch fees. 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 in front 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.
- There is access to electric on site all electrical equipment must be PAT tested and a certificate sent prior to the event. Stall fee includes 2 exhibitor passes only. These will be given to you on arrival on the day