



Retro Rum & Gin Festival

Sat April 6th Plymouth Guildhall

Food & Product Exhibitor Application Form

Miss Ivy Events Ltd is pleased to be launching a brand new '**Rum & Gin**' Festival in the South West. Our first one will take place at Plymouth Guildhall, a central location in the centre of Plymouth on Sat 6th April.

The concept is to create a Festival that offers talks, cocktail demos, live music and a variety of food, product and drink stalls. The event runs from 14:00 - 19:00 and you are required to stay for the duration of the event.

There will be dedicated zones where all the bars, products and food and drink exhibitors will be located. If you are able to offer a limited taster selection of any food products we would be grateful as this enhances the visitor experience and your sales!

Our aim is to have as broad a selection of relevant suppliers to the event on sale to satisfy our customers, due to the nature of the event we will only be allowing one seller per category. Please note that due to the popularity of the event for exhibitors, **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 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. You can pay stall fee by BACS, or PayPal. BACS & PayPal payments will be refunded should your application be unsuccessful. Please note payment is required in full with your application.

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

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:	

STALLHOLDER APPLICATION FORM

Position & Cost Hot Food Catering Pitches		Car park area
Catering pitch 4m x 4m space for vehicle or gazebo	£75.00	

Position & Cost Product & Food Stalls (not hot food)		Inside the Guildhall	We are able to offer tasters Y/N
6ft x 4ft space	£30.00		
8ft x 4ft space	£40.00		
12ft x 4ft space	£55.00		

Saturday 6th April 2019	Total Cost
Cost of space booked	
6ft table with chair will be provided at this event	
GRAND TOTAL	
Electric required Y/N (All equipment must be PAT tested)	
Payment by Bacs / Paypal/ Payment Scheme	

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 Retro Rum & Gin Festival

Print Name:Signed:

Company: Date:

BOOKING CONDITIONS

Retro Rum & Gin Festival

- 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 APRIL6TH 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). 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