



Chocolate & Coffee Festival

Stallholder Application Form

Friday 19th April

Miss Ivy Events Ltd is pleased to be taking applications for our brand new 'Chocolate & Coffee Festival' in Tavistock Butchers Hall on Friday 19th April 2019.

A popular venue in the centre of Tavistock. This is a brand new concept which will include Easter egg decorating, chocolate workshops and much more.

We would request that samples are given to the public of your products and have kept the pitch fee low to reflect this cost to you.

Our aim is to have as broad a selection of chocolate & coffee 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 or posted to Miss Ivy Events Ltd, Oak Hayes, Bal Lane, Mary Tavy, Tavistock PL19 9PE.

PAYMENT SCHEME - We are offering you the opportunity to book all your 2019 events and spread the cost over 6 months or 9 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.

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 or paypal payments will be refunded should you be unsuccessful.

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

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 / Paypal Payment Scheme

Stall Location	Fri 19th April 2019 Tick required boxes	Cost
Butchers Hall Back wall space with access to electric 6' x 4' space with table		£35.00
Butchers Hall Back wall space with access to electric 12' x 4' space with table		£50.00
Butchers Hall Centre end space (4 spaces only) (No electric) 6' x 4' space with table		£35.00
Butchers Hall Centre 6' x 4' space with table (No electric and limited number)		£30.00
Catering Pitch 3m x 3m catering pitch outside the Butchers Hall		£60.00
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

Friday 19th April 2019	Total Cost
Exhibitor Space and Promotional Activity	
GRAND TOTAL	
Please tick here if you would like to take advantage of our 6/9 month payment scheme for all 2019 bookings.	

Booking Conditions

Chocolate & Coffee Festival – Friday 19th April 2019

- Application Form, copy of Public Liability Insurance Certificate and full payment to be received by Miss Ivy Events Ltd. (Unless paying by payment scheme)
- **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 CHOCCOFFEE when paying by BACS or Paypal
- 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

- 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.
- 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 and stall fees - we will however move the booking to another event of your choice. 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

- 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.

- All electrical goods must be PAT Tested.
- All spaces will include a table & chair.
- 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.....

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

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