

HALE BARNs CARNIVAL 2017

TRADE STAND APPLICATION FORM

To make a booking please complete the form below with full payment and a copy of your public liability insurance policy, with cover of at least £5 million.

Name of Business (Block capitals)	
Contact Name	
Address (Block capital please)	
Postcode	
Email Address	
Telephone Number	
Charity Number (If booking Charity Exhibit Pitch)	
Details of Business/Trade/Exhibit/Profession	

If your booking is accepted, you will be notified by email.

When working out the size of your space required, please make allowance for any vehicle/caravan/trailer you may wish to have on your site, and don't forget any towing hitch or guide ropes, all of which must be completely within your site area. ANY ELECTRICAL APPLIANCE NEEDS TO BE PAT TESTED (IN DATE TO COVER SHOW DAY)

Type:	Size:	Unit Cost: (Per Day)	Qty & Days Required:
Outside Pitch (NON FOOD/DRINK)	3m x 3m	£70.00	
Outside Cater Pitch (Food & Drink)	3m x 4m	£100.00	
Business Exhibit Pitch	6m x 8m	£200.00	
Charity Exhibit Pitch (Charity No. Req)	3m x 3m	£35.00	
Pop Up Gazebo Hire	3m x 3m	£25.00	
Brand Sponsorship of Event	Logo and Branding printed in programme and in press releases.	£150.00	

Payment

All enquiries to: holyangelshall@outlook.com

Cheque

Please make cheques payable to 'Holy Angels' and return to: **Max Eden, Holy Angels Church, Wicker Lane, Hale Barns, WA15 0HF.**

Transfer

Bank Transfer to Sort: **01-09-69** Acc No. **61676624** Acc Name: **M Eden/Hale Barns Events**

I HAVE READ AND AGREE TO ADHERE TO THE LIST OF RULES AND REGULATIONS

I enclose a Copy of my Public Liability Insurance Policy and Full Payment. If appropriate, I also include a copy of my Food Safety and Hygiene Certificate, and Food Safety Inspection Report. I understand that if I do not include the above, my application will not be processed.

Signature:

Date:

TRADE STAND CONDITIONS

These Conditions shall apply to Trade Exhibitors, Traders, Amusement Contractors, Caterers, Photographers and anyone offering a service or product on the Showground.

Exhibitors must have submitted a completed Trade Stand Application Form and paid the stand fee before 8th May 2017. No bookings will be accepted after this date, and in the case of cancellation, no fees will be returned.

Exhibitors may neither sub-let any portion of the space allocated to them, nor re-let the space.

Ground & Grass must NOT be lifted. Water and/or electricity can only be introduced on a stand at the exhibitor's expense by prior arrangement at the time of booking.

Traders with articles for sale must give details on their application form and display their full name and address clearly on the stand.

Exhibitors MUST insure against third party liability, minimum cover £5 million, and be solely responsible for any claims arising from or concerned in any way with their exhibit.

If appropriate, traders must include when booking a copy of their Food Safety and Hygiene Certificate, and Food Safety Report.

Exhibitors must ensure that their insurance policy and appropriate certificates are valid on the days of the event and be available for inspection if required.

Any electrical appliance needs to have been Pat Tested (in date to cover Show Day).

Exhibitors and Traders may be given permission to occupy their pitches from 8.00am on Saturday 15th July or Sunday 16th July if on a Single day application.

All staging must be completed and vehicles removed to the designated car park no later than 11.45am.

Motor vehicles must be parked in the designated exhibitor/trade car park to the rear of the church unless they form part of an exhibit or stand, or have received permission from the Event Manager.

FOR SAFETY AND INSURANCE REASONS, NO VEHICLE MOVEMENTS WILL BE ALLOWED ON THE OUTDOOR MARKET/PLAYGROUND BETWEEN 11.45am AND 8pm.

DISMANTLING OF STANDS MAY NOT COMMENCE, AND NO EXHIBIT REMOVED, UNTIL 8pm.

The Committee and Event Manager reserve the right to refuse entry to the event or to remove any trader who does not comply with the above conditions.

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