



22 & 23 June 2019

Scamhazel Farm, Boundary, Nr. Ashby de la Zouch, DE11 7BA

INDOOR CRAFT STALL APPLICATION FORM

Name..... Representing.....(Organisation)

Address.....

Post Code..... Email.....

Tel: No. Mobile.....

- The organisers will review all bookings and reserve the right to decline acceptance of the booking
- Craft stalls will be allocated by the organisers - no guarantee can be given for a particular requested position
- Please attach a copy of your Public Liability Insurance that is valid for the dates of the event
- If planning to sell any homemade cakes or fresh produce you will need to provide a copy of your Food Hygiene Certificate and insurance
- This form is **not** for hot food/catering – contact Gill Houlton (01530 468179 or trade@ashbysteam.co.uk)
- A standard craft stall pitch is 2.5m frontage including 1x 1.8m table. Additional tables (1.8m) can be purchased as part of booking and will come with an additional 0.5m frontage
- Craft stall pitches are for the weekend
- Two wristbands are provided per pitch free of charge – additional wristbands can be purchased below
- Parking for craft stalls is located in the main car park
- No electricity will be provided with pitches

Saturday and Sunday 22 nd & 23 rd June 2019		
	Quantity	Final total cost
Weekend craft stall pitch (2.5m frontage) = £50		
Additional table (1.8m) incl. 0.5 additional frontage = £10 per table		
Additional wristbands = £5 each		
Will you be bringing a generator?		YES / NO <i>(delete as appropriate)</i>
Please state what you will be selling/displaying etc.		
Is camping required: <i>(Maximum 1 tent/caravan – camping is located in a separate area)</i> How many people will be camping? _____		

I accept all conditions set relating to trade at Ashby Steam

Signed **Date**

Please send this form with payment and an A5 stamped addressed envelope to:- Mrs Gill Houlton, 1 Shellbrook Close, Shellbrook, Ashby de la Zouch, LE65 2UJ.



CONDITIONS OF TRADING

Please retain a copy of this page for your information

Location

The event will take place at Scamhazel Farm, Boundary, Nr. Ashby de la Zouch, DE11 7BA

Stall information

It is essential that you state what you will be selling/displaying/doing on the application form to allow the organisers to place each stall in an appropriate position.

Stall set up

Set up needs to be completed by 9.00am. The organisers reserve the right to check the exhibitor's equipment and to prohibit its use if thought to be unsafe. Pitch boundaries adjoin the neighbouring pitch so you must ensure your stall fits within the area you have booked. No electric will be supplied to any stalls. Please specify on your booking if you will be bringing a generator.

Camping

One tent/caravan is permitted per pitch. Camping is situated in a separate designated area. Please specify on the booking form if you require camping and the number of people camping (all people camping must have wristbands – see below)

Staffing of your pitch

Please ensure that your pitch is staffed at all times. The event is open to the public between 10am and 5pm each day. Each stall will be provided with 2 wristbands that must be worn by staff at all times. Additional wristbands can be purchased at the time of booking for £5 each. The Committee will not accept responsibility for lost or damaged property. Please note that the event finishes at 5pm Saturday and Sunday and you should be prepared to stay until the event has finished.

Insurance

All stalls must provide a copy of their Public Liability Insurance covering the dates of the event. Failure to do so will result in not being able to trade.

Payment, Cancellation or Abandonment

Payment **must** be made at the time of submitting your booking and is non-refundable. Please do not send cash.

Cheques: made payable to Ashby Steam.

BACS: Account number 21561456, sort code 40-43-30. Please put your trading name as the reference.

In the case that the event, or any part of it is cancelled or abandoned by the organisers for circumstances beyond their control, the organiser shall be entitled to retain the whole of the sums paid to them to cover expenses incurred in connection with the event.

Confirmation

All bookings will be reviewed before confirming acceptance. You will receive confirmation of your booking and receipt for payment. Further details and instructions will be issued two weeks prior to the event. Please ensure you provide a Stamped Addressed Envelope with your booking form.

Parking

All parking for craft stalls will be in the main car park. Vehicles will be allowed on site to unload/set up stalls but must be removed to the main car park by 9am. Vehicle access to the site to pack up/take down stalls will not be permitted until after 5pm when the event closes.

Further details:

Contact Mrs Gill Hault – telephone 01530 468179 or email trade@ashbysteam.co.uk