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**The Treloar’s Family Fun Day**

**Saturday 9th July 2022**

**Stallholder Application Form**

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| **PERSONAL DETAILS** |
| **Business Name:** |
| **Contact Name:** |
| **Email:** |
| **Mobile:** |
| **Business address:** |
| **City:** | **County:** | **Postcode:** |
| **Instagram:** |  | **Facebook:** |  | **Twitter:** |  |
| **Website:** |

**PLEASE NOTE:**

All stallholders must provide their own gazebo, tables and equipment and ensure that all equipment is suitably weighted down.

We are not able to provide hand wash facilities, water, refrigeration, gas supply or power – you will need to provide your own and ensure that they are in good working order, with any relevant inspection/certification documents up to date and to hand at the event.

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| **ABOUT YOUR BUSINESS** *Please provide a full description of the products you will be selling at the festival and supply images as well as links to social media and websites. We will use this information to promote your attendance at the show.*  |
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| **What is your food hygiene rating? (please select)** |
| **0** | **1** | **2** | **3** | **4** | **5** |

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| **PITCH DETAILS***Please let us know the type of pitch you are applying for:* |
| **TICK\*** | **STALL TYPE** | **SPACE** | **COST\*** |
|  | ***Artisan Market Pitch****Available for businesses that are quality producers of food or drink.*  | **3m x 3m** | **£50** |
|  | ***Street Food Pitch****Businesses that have their own stand, wishing to cook/sell hot or cold food for consumption on the day at the festival. Street Food Vendors will be situated in a separate area to exhibitors.*  | **3m x 3m****OR****6m x 3m** | **£50****OR****£100** |
|  | ***Bar Vendor Pitch****Businesses that have their own stand, wishing to sell alcohol for consumption on the day at the festival. Bar Vendors will be situated in a separate area to exhibitors.*  | **3m x 3m****OR****6m x 3m** | **£50****OR****£100** |
|  | ***Non Food Stall****Businesses selling any item that is not food or drink, e.g. gifts, crafts, clothing etc.*  | **3m x 3m** | **£50** |
|  | ***Charity Stall*** | **3m x 3m** | **£15** |
| **CONFIRM CHOICES:** |  |  |

*\*Please note that these prices are an introductory offer for our first year of the event. Prices are subject to change in following years.*

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| **COMMISSION: The Treloar’s Family Fun Day will be raising funds to support disabled children and young people. I agree to donate 10% of gross takings made at the event to help raise vital funds for Treloar’s.**  |
| Please delete as appropriate: YES/NO |

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| **Please describe any special requirements (but note that power and water are not available).** |
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| **Will you be bringing a generator?** If yes, please send us a copy of your latest test certificate with your application  |
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**IMPORTANT INFORMATION**

Stalls are offered on the basis of quality and originality, with particular preference to local businesses and organisations. Therefore, please provide us with enough information on which to judge your stall. Whilst we allow similar goods to be sold, we shall endeavour to ensure that there is no direct competition.

* Set-up times are from: 07:30am to 09:30am
* All stalls will operate from: 10:30am to 5:00PM
* All stalls are to be removed no later than 7:00PM
* We will not accept a booking unless we receive proof of public liability insurance cover.

Please note **there are no refunds for cancelled bookings.**

**Once we have received your application form and feel that you have provided all necessary information, we will provide you with payment details to confirm your stall.**

**TERMS AND CONDITIONS**

1. **The Treloar’s Family Fun Day’s** first priority remains with visitors attending the event. The operation of a stall must not interfere in any way with any part of the festival.
2. We do not permit fly-pitching.Please do not arrive at the festival if you have not booked a pitch.
3. You must supply all the equipment that you need – gazebo, table, power, water etc. You may not operate off a rug/blanket on the ground.
4. You will be responsible for clearing/removing from site all your refuse/packaging.
5. There is limited space on site; therefore, you must remain within your allocated space at all times.
6. You must comply with Health and Safety Hygiene regulations and provide the event organiser and any Inspecting Authority with sight of suitable certificates. Please see below:
	* **Public liability insurance**, all stallholders require current public liability insurance. The insurance must cover all of the activities to be carried out by the organisation and cover must be for at least one million pounds sterling. Proof of insurance must be provided to Treloar’s and recorded.
	* **Food Hygiene Qualification**, all organisations that are suppling food in any shape or form that is not pre-packaged will require suitable qualifications. Proof of qualifications must be provided to Treloar’s and recorded.
	* **Local Authority Food Rating**, The organisation must have been rated by a UK local authority. Proof of this must be provided to Treloar’s and recorded. A copy of the rating must be displayed on the organisations pitch during the event.
	* **Gas Safety Certificate**, all suppliers that use LPG in any form must provide a current gas safety certificate; this must be provided to Treloar’s and recorded. Furthermore, the gas cylinder(s) must be isolated from public areas and fire extinguishers kept to hand. The cylinder(s) where ever sited must be a suitable distance from any sources of ignition.
	* **Risk Assessment**, Treloar’s requires a risk assessment from all suppliers to cover the entirety of their operation. This will be recorded by Treloar’s. Treloar’s accepts no responsibility for the weather. Invoices must be paid within the specified number of days of the date of the invoice. Payment in full must be made at least twenty eight days prior to the event. All documentation mentioned above must be available for inspection on the day of the event.
7. If you are selling alcohol you MUST have your own TENS (please apply to East Hampshire District Council Licensing Department).
8. On-site parking will be available for stallholders. All traffic movements to/from/around the site will be supervised by festival marshals.
9. Electricity is not available. If you intend to bring a generator, please indicate on your application form and send a current PAT certificate with your application. You must ensure that the noise does not interfere with any performances on the day.
10. If you are cooking, you must have a first aid kit, risk assessment and fire extinguisher. These may be inspected on the day.
11. You may not use amplified sound.
12. You are not permitted to have any animals on your stall.
13. You must display your Treloar Family Fun Day Vehicle Pass prominently **at all times.**

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| **AGREEMENT** I confirm that I have read and understood the terms and conditions of the event and agree to abide by them. I confirm that I have included all necessary certifications with my application.  |
| Signed: Date:  |