

— THE SHOPS AT —
Dartington
christmas fair

Saturday 15th and Sunday 16th December 2018

Company Name			
Contact Name			
Address			
		Postcode	
Email		Telephone	
Website		Mobile	
Description of products to be sold			

*Members of Food and Drink Devon are eligible for a 10% discount on pitch fees			QTY	TOTAL £
MARQUEE - FOOD AND DRINK PRODUCERS (NON-COOKING STANDS); CRAFT EXHIBITORS	*Members	Non Members		
3m (W) x 2 m (D) (including access) – against back wall	£99.00	£110.00		
3m (W) x 2 m (D) (including access) – central aisle				
OUTDOOR GAZEBO OR TRAILER PITCHES	*Members	Non Members		
3x3m COOKING	£149.00	£165.50		
Additional Requirements			QTY	TOTAL £
6ft Trestle Table	£10.00			
Electricity Supply	500w	£25.00		
Please provide a brief description of your electrical appliances:	1000w	£35.00		
	2000w	£45.00		
Do you wish to sell alcohol? YES/NO		SUBTOTAL		
Will you be using gas? YES/NO		Plus VAT @ 20%		
		TOTAL DUE		
<p>Please return your completed form, along with a copy of your public liability insurance, event risk assessment and food hygiene certificate (where appropriate):</p> <p>By email: events@shops.dartington.org</p> <p>By post: Events Management Team The Shops at Dartington Shinners Bridge Dartington TQ9 6TQ</p>		<p>Once your completed form has been received and your pitch confirmed, we will then send you an invoice to be paid by BACS which will be due for payment prior to the event.</p> <p>If you have any questions you'd like to ask before submitting your form, please email events@shops.dartington.org or call 01803 847513.</p> <p style="text-align: center;">PLEASE RETAIN A COPY OF THIS BOOKING FORM FOR YOUR RECORDS</p>		
FORMS MUST BE RECEIVED BY WEDNESDAY 5th DECEMBER 2018				

I hereby apply for a stand as detailed above, and agree to the event terms and conditions attached.

Signed:	Print Name:	Date:
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Terms & Conditions

1. Bookings will be made on a strictly first come, first served basis. As the Fair is a celebration of Devon-produced food and drink, Devon-based producers will be given priority.
2. Bookings cannot and will not be accepted without payment in full for pitch space. Please speak to us about spreading the cost of your pitch if payment up front will be problematic.
3. Cancellations received between the time of booking and 1 month prior to the event are eligible for a refund of 50% of pitch fees.
4. Cancellations received less than 1 month prior to the event are eligible for a 25% refund of pitch fees **on the condition that The Dartington Trading Company Ltd. is able to resell the stand/pitch. If the stand/pitch is not resold, then no refund will be issued.**
5. Full set-up instructions will be issued to exhibitors at least 7 days prior to the Event and Exhibitors must strictly adhere to these instructions.
6. Stands/pitches **must not** be dismantled or moved prior to the official closing time of the Event. If you have sold out of stock, please leave your stand tidy displaying promotional material for your business with a notice stating "Sold Out".
7. No vehicles are permitted on site at any event during public opening times. **Exhibitors must park in the exhibitor car parks, advised in your final information pack. You must display your permit.**
8. Exhibitors are reminded that it is their responsibility to ensure that they comply with any health & safety, employment, licensing and any other relevant legislation. Every exhibitor is responsible for carrying out a risk assessment of their designated area to ensure that all potential risks are minimised (hazards should be identified and protective/preventative measures implemented).
9. All exhibitors are responsible for the insurance of their own property and goods brought on to the event site. Exhibitors are reminded that it is their responsibility to take out public and product liability insurance (also employer's liability where appropriate).
10. The Dartington Trading Company Ltd. cannot be held responsible for the security and safety of the stands or stock during the course of an event.

I have understood and will comply with these Terms & Conditions:

Sign:

Date: