

SANDON SPRING FAIR 2017

SANDON HALL, SANDON, STAFFS ST18 0DL

SATURDAY 27 AND SUNDAY 28 MAY 2017

APPLICATION FORM

BUSINESS NAME

CONTACT NAME

ADDRESS

POST CODE

TELEPHONE

MOBILE

EMAIL

WEBSITE

TWITTER

FACEBOOK

DESCRIPTION OF PRODUCTS YOU WISH TO SELL

FOOD HYGIENE

IF YOU ARE SELLING A FOOD PRODUCT PLEASE PROVIDE THE FOLLOWING DETAILS OF YOUR REGISTRATION:

NAME OF ISSUING LOCAL AUTHORITY

FOOD HYGIENE RATING

PLEASE SUPPLY COPY OF YOUR FOOD HYGIENE RATING

RISK ASSESSMENT

YOU ARE REQUIRED TO HAVE IDENTIFIED AND ASSESSED ALL RISKS AND HAZARDS RELATIVE TO SETTING UP AND RUNNING YOUR STALL AT THIS EVENT.

PLEASE SUPPLY A COPY OF YOUR RISK ASSESSMENT

ELECTRICAL EQUIPMENT

PLEASE GIVE DETAILS OF ALL ELECTRICAL EQUIPMENT TO BE USED.

DESCRIPTION

WATTAGE

1.

2.

3.

4.

5.

Continue on separate sheet if necessary

TOTAL WATTAGE

ONE SOCKET IS REQUIRED FOR EVERY 3000 WATTS (3KW) OR PART THEREOF. EACH SOCKET COSTS £40
EACH ITEM MUST BE CURRENTLY PAT TESTED AND YOUR TEST CERTIFICATE MUST BE AVAILABLE FOR INSPECTION
BY THE EVENT ELECTRICIAN AT ANY TIME

PLEASE COMPLETE PAGE OVERLEAF

INSURANCES

YOU ARE REQUIRED TO HOLD ADEQUATE PUBLIC LIABILITY INSURANCE.

PLEASE SUPPLY COPY OF YOUR CURRENT INSURANCE CERTIFICATE

SPACE REQUIRED

OUTSIDE FOOD CONCESSIONS @ £200	_____ Spaces	= £
MARQUEE FOOD AND DRINK TRADERS (10X10) @ £150	_____ Spaces	= £
MARQUEE CRAFT TRADERS (10X10) @ £80	_____ Spaces	= £
ELECTRICITY @ £40 PER SOCKET	_____ Sockets	= £

(NB – COMPLETE DETAILS ON FRONT PAGE)

VAT @ 20% _____

TOTAL £ _____

Please make your cheque payable to 'Sandon Hall and Park Enterprises'

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS BELOW. I CONSENT TO MY DETAILS BEING DISCLOSED TO ANY AUTHORITY EXERCISING STATUTORY POWERS IN RELATION TO TRADING STANDARDS, HEALTH AND SAFETY, ENVIRONMENTAL HEALTH AND ANY OTHER LEGISLATION APPLICABLE TO THIS EVENT

SIGNED _____

DATE _____

Send this completed form together with your cheque and all relevant supporting documents to:
Cheryl Millward, Sandon Hall and Park Enterprises, Sandon Hall, Stafford ST18 ODL

TERMS AND CONDITIONS

1. A cheque payable to 'Sandon Hall and Park Enterprises' must accompany this application. No refunds will be given in the event of cancellation by you.
2. All spaces are 10 feet by 10 feet square. Two wooden trestle tables are included in the fee. Exhibitors must display their name and address in a size and style that can be easily read by members of the public. No exhibitor may sublet any part of the space. Exhibitors must not cause any annoyance or nuisance by smoke or odour. No sound amplification can be used.
3. All stalls must be staffed, stocked and open to the public as follows:
Saturday 27 May - 11.00 am to 8.00 pm
Sunday 28 May - 11.00 am to 6.00 pm
Exhibitors can set up from 10.00 am on Friday 26 May (up to 5.00 pm same day) and from 7.30 am on Saturday 27 May. Exhibitors must remove all vehicles by 10.30 am. Any trader who fails to set up in time will forfeit the space and the booking fee. All vehicles must be parked in the designated traders area. Please comply with all directions and instructions given by Stewards.
4. Electrical sockets will only be provided if ordered. Each plug is to be used for no more than 3 kw. Adaptors and splitters are prohibited. It is strictly prohibited to alter amend or interfere in any way with the events electrical supply to the plug.
5. Exhibitors are responsible for safeguarding their own property. Sandon Hall and Park Enterprises accepts no liability for loss or damage to any property or stock including vehicles before during or after the event.
6. In all operational matters Sandon Hall and Park Enterprises will have the final adjudication.
7. Exhibitors undertake to comply with all trading standards, health and safety, environmental health and all other relevant legislation.
8. Exhibitors and their staff will comply with all directions given by the event organisers.