



Stall Application Form
Beverley Food Festival - Sunday 1st October 2017

Before completing this form, please read our stallholder terms and conditions carefully.

Lead Name _____ Type of Produce _____

Organisation _____

Address _____

Telephone No _____ Mobile No _____

Email _____

Stalls and Items You Wish to Book for the Food Festival (Please circle the items you require)

1. Basic Stall £125.00 (size: 4' x 12' Please note that this is a stall without electricity)

2. Van Space (If you will be selling directly from your refrigerated vehicle/trailer and do not require a stall)
 £125.00 up to 10 feet £150.00 up to 20 feet

3. Power Supply £30.00

(This can be organised by the Town Council subject to availability)

Please tell us the maximum KVA demand your stall will require: _____

- **NB:** If you are bringing your own generator it **MUST** be a silent one, so as not to disturb other elements of the festival.
- Traders wishing to bring and erect their own marquee (measuring no more than 3m x 3m) will be charged the basic stall rate.

Total Cost £ _____

To apply:

Please fully complete and return this form BY POST with all supporting documents - Fully completed Risk Assessment, Copy of Public Liability Insurance Cover and Food hygiene certificate (if applicable) by 11th April 2017,

by post to Beverley Food Festival, Beverley Town Council, 12 Well Lane, Beverley, HU17 9BL.

WE WILL NOT ACCEPT APPLICATIONS BY EMAIL - Paper copies must be returned by post

By completing this application form you are confirming your acceptance of the Beverley Food Festival 2017 Stallholder Terms & Conditions set out on the next page.

If you have any queries tel: 01482 874096.

I accept that the Beverley Town Council is not responsible for any injury to me or any of my participants and damage or loss of property during this event. I will act as the responsible person for my group should a roll call be required.

Signed

Dated



Beverley Food Festival 2017 - Stallholder Terms & Conditions

- Allocation and positioning of stalls is at the discretion of the Beverley Food Festival organisers.
- All applications will be assessed, and we will let you know as soon as possible whether or not you have been allocated a stall at the Beverley Food Festival 2017. We aim to contact all applicants by 30th June. If you do not hear from us by this date, please call us on 01482 874096.
- If your application has been approved, you will be advised of the stall allocated to you and we will issue a confirmation invoice, due for payment within 14 days of notification. NB: if payment is not received by this date, then the stall will be forfeited and offered to another trader.
- Stallholders who have not pre-paid will not be permitted to attend the event.
- The majority of stalls will be a uniform size of 4'x12'.
- Electricity can be supplied as indicated on the application form. If you have any queries about this matter, please contact us.
- Stalls will be erected by 7.30am on the day and removed from 5.00pm.
- Stallholders will need to have set up their stall and cleared all vehicles from the site by 8.30am.
- Stallholders are required to stay for the full duration of the event ie from 8.30am to 4pm and may only begin packing up after closing time which is at 4pm.
- Stallholders must ensure that sufficient stock is offered for sale, as empty stalls detract from other stalls.
- The aim of the market is to provide a wide range of varied local produce. Priority on the allocation of stalls will be given to producers local to Beverley or based within the East Riding of Yorkshire.
- Stallholders are not eligible to sell hot food for immediate consumption at the Beverley Food Festival, unless otherwise agreed with Beverley Food Festival organisers prior to the event.
- Stalls are not transferable.
- Beverley Town Council will make all efforts to accommodate stall locations as booked, but reserve the right to amend the site plan at any time.
- Beverley Town Council's decisions are final with regard to the Beverley Food Festival format and layout.
- Stallholders who cancel their booking before 31st August 2017 shall receive a refund less an administration fee of 25% of the amount paid if the stall can be re-sold.
- Stallholders who do not turn up to an event they have booked are not entitled to refunds and may jeopardise their applications to have a stall at future events.
- Stallholders may only sell the produce stated on their application form.
- Beverley Town Council reserves the right to cancel this agreement at any time by giving notice to the Stallholder via the contact details provided on the application form whenever they are of the opinion that the continuance of the hiring would not be in the interests of the good and safe management of the site. This may be due to factors such as adverse weather or any other beyond Beverley Town Council's control.
- Stallholders are responsible for the insurance of their own property and must have public liability insurance to the value of at least £2m at the time of the event.
- Stallholders must submit photocopies of their insurance cover with the application form and have originals with them for inspection at the time of the event.