

MELTON MOWBRAY VICTORIAN CHRISTMAS WEEKEND 2015

FRIDAY 4TH TO SUNDAY 6TH DECEMBER 2015

Stall Holders Application Form

Friday 4th: 10.00am to 8.00pm, Saturday 5th: 8.00am to 4.00pm & Sunday 6th: 10.00am to 4.00pm

CONTACT NAME:

TRADING NAME:

ADDRESS:

POST CODE: TELEPHONE:

EMAIL: TWITTER:
FACEBOOK:

DESCRIPTION OF GOODS SOLD & / OR ACTIVITY TO BE UNDERTAKEN & ANY SPECIAL REQUESTS

STALL REQUIREMENTS

GOODS	STALL TYPE (Pre-erected Stall or Pitch - Space Only)	QUANTITY	FRIDAY 10am to 8pm	SATURDAY 8am to 4pm	SUNDAY 10am to 5pm
Brought In Craft / Gifts	Stall (3m x 1.5m) Pitch (3m x 3m)		£40.00 £40.00	£40.00 £25.00	£80.00 £50.00
Homemade Craft / Gifts	Stall (3m x 1.5m) Pitch (3m x 3m)		£35.00 £35.00	£35.00 £20.00	£65.00 £40.00
Registered Charity Stall (Reg Number: _____)	Stall (3m x 1.5m) Pitch (3m x 3m)		£25.00 £25.00	£25.00 £25.00	£50.00 £50.00
Produce / Food Stall (non-cooking)	Stall (3m x 1.5m) Pitch (3m x 3m)		£40.00 £40.00	£40.00 £40.00	£70.00 £65.00
Catering / Cooking (Own stall / wagon)	Size:		£75.00	£75.00	£150.00
SUB-TOTAL:					
TOTAL:					

VICTORIAN DRESS IS ESSENTIAL FOR THE WHOLE WEEKEND !

All monies to be paid by 31st October 2015. I have read and accept the attached Terms & Conditions

Signed:

Date:

Please send the completed **Application Form**, a copy of your **Public Liability Insurance, Risk & Fire Assessment** & a **Cheque** payable to 'Melton Mowbray Victorian Christmas Fayre' to:

Ruth Wakeling, Bouverie Lodge, Nether Broughton, Leics. LE14 3ES.

Email: info@bisons.org. / www.victorian-fayre.co.uk  MeltonMowbrayVictorianFayre  @vicfayre

TERMS AND CONDITIONS

The Event Organiser's decision is final in all matters and they can remove any trader at their discretion. All Stall Holders must sign the Application Form and agree to the Terms & Conditions of the event:

1. Stall Holders must keep within the designated stall / pitch area at all times.
2. Stall Holders must have a valid Public Liability Insurance at the time of the events and must provide a copy with their application.
3. Stall holders must work in a safe way and minimise all risks from any hazards by supplying a Risk Assessment and if using power, a Fire Risk Assessment.
4. Stall Holders must ensure that all staff are aware of and adhere to the terms & conditions of the event.
5. Stall Holders providing catering must gain permission before applying and, if approved, must meet all hygiene regulations and meet statutory requirements of the Local authority.
6. Stall Holders must keep their stall / pitch clean and tidy and dispose of their own litter.
7. All Stalls / Pitches must be paid for before the Event.
8. Sub-letting of stalls / pitches is not permitted.
9. Charity collections and fundraising must be agreed by the Event Organiser prior to the event and restricted to their allotted stall / pitch area.
10. Electricity is not provided. Generators can be used with the Event Organiser's permission and fuel must be stored safely in sealed, purpose made containers. They must also be fitted with a **silencer** & have full guards around them.
11. You must not alter, erect, dismantle or abuse the stalls in any way.
12. Stall holders must adhere to the Road Closure Orders
13. Vehicles must not exceed 5mph, must have their hazard warning lights on and adhere to the one way system.
14. ALL STALL HOLDERS **MUST WEAR VICTORIAN DRESS** ON ALL 3 DAYS OF THE EVENT. Stall Holders may be asked to leave the event if this is not adhered to.

EVENT INFORMATION

1. A Hired Stall size is 3m x 1.5m and is supplied with top, side & back covers.
2. A Pitch size is 3m x 3m, unless agreed in advance with the organiser.
3. All Hired Stalls will be provided with Lighting for evening events (Pitches excluded).
4. Stall Holders will receive an Exhibitors Information Pack before the event which will include all the information you will require regarding the event, including a site plan, vehicular access, parking, set up/dismantling times etc.
5. Unfortunately we cannot be responsible for any losses or damage that you incur.

ROAD CLOSURE INFORMATION

There are road closures in place during the 3 days of the event to ensure the safety of stall holders and visitors. These closures restrict and prevent vehicular access at the times shown below. All vehicles must be removed from site by the times shown and parked in a designated stall holder car park, which is free.

FRIDAY 4TH DECEMBER - All vehicles off site by 9.30am

Pedestrianised area of Melton Town Centre closed between 10.00am and 8.00pm

Leicester Street Closed between 6.30pm to 7.00pm

SATURDAY 5TH DECEMBER - All vehicles off site by 9.30am

Pedestrianised area of Melton Town Centre closed between 10.00am and 4.00pm

SUNDAY 6TH DECEMBER - All vehicles off site by 9.00am

Pedestrianised area of Melton Town Centre, including Park Road to its junction with Nottingham Street, and Sherrard Street closed between 7.00am and 5.00pm