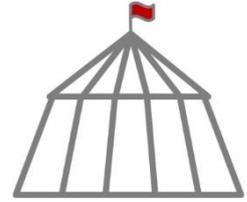


HUTTON CRANSWICK VILLAGE SHOW

Sunday 29th July 2018 10am to 4pm

Application for Stall Space



Please read the guidelines and Terms and Conditions before completing

Organisation / Name		
Contact name		
Address		
	Post Code	
Telephone No		
Email		
Show day Mobile No		

Description of stall /activity
Space required: Let us know what frontage is required in feet and the depth required. Frontage: _____ Depth: _____ Will you have a vehicle parked as part of the stall area. Pitch Fee is £10 per 6ft frontage. Total pitch fee £ _____ Please make your cheque out to Hutton Cranswick Village Show
Insurance: Please confirm you have appropriate insurance cover for your activity. Name of Insurer: _____
Equipment: Please confirm you are able to supply all your own equipment and wet weather cover.

I hereby apply for stall space as stated above and agree to abide by the Show Terms and Conditions, which I have read.

Signed

Date

This form must be completed and returned with your pitch fee to: -
Hutton Cranswick Village Show, Octon House, 14 The Green, Cranswick YO25 9PD.

For office use only

Confirmed:	Fee:	Received:
Space allocated:	Review:	

Please complete and return before 30th June 2018 in order to secure your pitch

Coming to the Village Show as a stallholder.

There are plenty of opportunities to raise your profile, sell your products, promote your activity and recruit new members at Hutton Cranswick Village Show.

This year we are planning to have more stall areas grouped together around the display arena. If you wish to have a stall then we will need some information from you in advance. Please complete the application form so we can ensure the space allocated is best for your activities. The fee for having a stall is based on the frontage of your stall. We are charging £10 per 6ft frontage up to a maximum of £30.

We treat all stallholders the same when coming to allocating spaces and charging a fee. The Village Show and associated Cran-Bury Festival may at times generate a surplus which will be used to support local community groups and charities – however we have to generate it before we can distribute it - thank you for your support.

On the application form please complete all sections.

What would you like to do?

Let us know what you propose to do, what you might be selling or the type of activity you will be carrying out.

How much space do you need?

Let us know the frontage you require. This is best measured in feet. We normally allocate 6ft per stall. Also let us know the depth of the stall area. Take into account if you need access to a vehicle where you will be storing your items. We need to know if you wish to park the vehicle immediately behind the stall area.

Equipment

Stallholders should bring their own table, chairs and display/advertising. Most also bring a gazebo. You are asked to bring in all the equipment you need to run your stall. This includes wet weather cover. Please ensure that any gazebo or tent has adequate guy ropes. All ropes and pegs should be clearly marked to avoid them becoming trip hazards. Our site support team will help you on the day.

Recycling and waste

If your activity generates waste then please make arrangements to manage it. There are a limited number of bins. Although recycling is being made available on the day, we encourage all stallholders to take their waste away with them. The site support team will be litter collecting during the day,

Insurance

You will need to confirm that you have your insurance cover for the activity you are undertaking. The Village Show working group is not responsible for any loss/damage.

Risk Assessment

The Village Show organisers may wish to see your risk assessment on reading of the description of your stall. You will need to complete a risk assessment for your stall and the activities that you are carrying out. If you need help or guidance on this then please contact us. We can help you with this.

On the day

Access to The Green by car or van is between 6am and 9.30am – after that time vehicles are not allowed to drive onto The Green but may remain parked by their stall during the day. The Show opens to the public at 10.00am, although the public will be bringing their entries for the exhibition tent in from 8am onwards. Stalls

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can depart from 4.30pm although visitors will still be on the show ground as they will be collecting items from the Exhibition Tent.

There is space allocated by your pitch for one vehicle. A display parking Pass will be sent on receipt of the pitch fee. Vehicles cannot drive onto The Green without a vehicle pass.

The showground is under the supervision of a site manager and the site support team. They are here to assist and help you during the day. You will be given our contact details in our letter to you, which will also show you where your stall will be located on the site plan.

Terms and Conditions

1. The location of stalls will be determined by the Village Show Committee whose decision is final. Every endeavour will be made to meet the general wishes of stallholders with regard to position, without causing unfairness to others.
2. If too many stallholders apply to sell similar products, priority will be given to locally based stall holders, subject to quality standards.
3. Stallholders are expected to supply all their other equipment including gazebo, tables, chairs, protection from rain, sun etc.
4. Refreshments can be purchased from the Food Area, and toilets are available on The Green.
5. Stalls must be set up and ready for trading by 10am and staffed throughout the day until 4pm.
6. Stallholders are not permitted to close down or pack up during the Show open hours (10 am - 4pm).
7. Stallholders must keep their stalls and surrounding area clean and tidy.
8. Stallholders are allowed vehicular access to their stall area to unload from 6am to 9:30am and after 4pm on 29th July 2018.
9. The Village Show Committee, their agents and anyone associated with the organisation of the Show shall not be responsible for any loss or damage to merchandise or personal property or for injury to any person caused by the day's activities, the weather or any other reason or cause. Money and valuables should be kept out of sight and secured.
10. Stallholders whose trade, profession or practice is regulated in any way (licensed, certified or otherwise regulated) must provide evidence of compliance with such regulations.
11. We strongly advise stallholders to have their own insurance to cover personal accidents etc.
12. Please note that The Green is a "plastic bag free zone" - please try to help us by using paper or recycled bags on your stalls.
13. There will be no refund of fees in case of bad weather or for any other reason.

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