

Registration Form Ref. Grassington Dickensian Festival 2019.

Trader Details	
Business / Trading Name.	
Business address.	
Mobile No.	
Work No.	
Fax No.	
Email Address.	
If selling food Local Authority Registered with.	

Product Details	
Products intended to be sold. Please list carefully.	
Products Country of Origin.	

Public Liability Insurance	
Insurer and Contact Details.	
Policy Number.	
Expiry Date.	

Trading History Hygiene Rating	
Number of Years Trading.	
Other market events attended and name of operator. Please indicate Hygiene rating by number if you have received this.	

Trading Requirements	
Size of Stall required. We can provide stalls. Do you supply your own stall?	
I would like to attend the First weekend 30 Nov, 1 Dec 2019	YES/NO
I would like to attend the Second weekend 7 and 8 Dec 2019	YES/NO

Energy Requirements	
Gas or electric	
Do you intend to use gas or electricity at events? *We are not able to provide this*	
Copy of Gas Test Certificates Attached.	Please underline your requirement.
Total power required in Watts.[Can be read off the data plate on appliances]	

PLEASE ENSURE YOU HAVE COMPLETED EACH SECTION <i>(It is the traders responsibility to ensure this application is completed correctly)</i>	
<p>I wish to register to trade with Grassington Dickensian Festival 2019. I have read, understood and agree to the terms and conditions established by the market operator, to comply with all current legislation and provide the correct equipment on site including full first aid kits and fire safety equipment, ensure all equipment on site is in date and suitable for use.</p> <p>I understand that the cost of a pitch will be set by the size of the stall and the commodity to be sold and that a 25% NON REFUNDABLE deposit is required to hold a stall with the remaining 75% to be received in full by the 20th of October 2019.</p> <p>Full Terms and conditions and payment details will be sent out upon receiving the completed application form.</p> <p>I confirm I have completed this application and have provided the relevant documentation required and provided full valid explanation where unable to do so.</p>	
Traders Signature	
Date	
If you are a foreign national please ensure you have the required consent to work in the U.K.	

Please email the completed form to grassingtondickensian@gmail.com

Contact: Angela Jackson



TERMS AND CONDITIONS FOR MARKET OR CHARITY STALLS

The Dickensian Committee is responsible for the organisation of the Festival and the successful applicant has agreed to take the license to occupy the pitch on the terms and conditions set out in this agreement. Any violation of these terms and conditions will render this license null and void, and in that event, the Dickensian Committee reserves the right to remove the trader and any of their possessions from the Festival without compensation or refund of any trading fee or deposit.

1. Trading Hours

Trading may take place from 10.00am, however traders must ensure that they are open for business by 10.30am. The Festival will close at 17:00pm, trading should cease at this time.

2. Set up and Clear down

Traders are granted access to site to set up between 06.00am and 10.00am on each Festival day only unless Friday access has been requested and agreed in advance by the Dickensian Coordinator. Traders will be able to clear down from 17.00pm.

Stalls provided by the Dickensian Festival will be pre-erected and taken down after the event has finished.

3. Manning the Stalls

Stalls must be manned by a responsible person and remain open during trading hours.

4. Goods

Only items approved by the Dickensian Coordinator will be displayed, sold and/or promoted at the festival.

5. Servicing

Vehicles should be removed immediately upon completion of loading or unloading. The village centre is pedestrianised between 10.30am – 17:00pm on Festival days during which

time there should be no vehicles in the village. Any replenishing of stock must take place outside of these times.

6. **Payments**

A minimum of a 25% non-refundable deposit or full payment is due on booking for confirmation of the pitch. Full payment, if not already received, is due by the 20th of October 2019. The Dickensian Coordinator reserves the right to reallocate the pitch if full payment and all required documentation has not been received and accepted by this deadline.

Account: Grassington Dickensian Festival Committee

A/C No: 50729337

Sort Code: 20 78 42

7. **Cancellations / Non-attendance**

All payments are non-refundable and if the Festival has to be cancelled due to force majeure, the Dickensian Committee will not be held responsible for any consequential loss.

The Committee reserve the right to re-let any cancelled pitch.

No fees will be refunded in the event of non-attendance by the trader.

8. **Insurance / Indemnity**

The trader shall supply evidence of adequate public liability insurance, which must be valid to cover the dates of the event. Traders are liable for all claims arising from the conduct of their services / unit and shall indemnify the Committee against any third party claims arising as a result of providing the service.

9. **Alcohol sales**

The trader is responsible for applying for a Temporary Events Notice for the sale of alcohol.

10. Food regulations

The trader must comply with the Food Safety (General Food Hygiene) Regulations 1999 and be registered with their own Home Local Authority for the provision of such services. All stalls selling food items that are not pre-packaged must provide the following Health and Safety documentation with their stall application:

- Public Liability Insurance Certificate;
- Food Hygiene Certificate;
- Gas Safety Certificate - for each gas appliance;
- PAT testing on all electrical appliances;
- Allergen Information as per Food Trading Standards Legislation December 2014;
- Food Safety Management documents (Food Safety checklists / Temperature record sheets / cleaning schedules).

Failure to provide the correct documentation will result in an incomplete application.

11. Items not permitted on site for sale to the public

Certain items including weapons, party poppers, Chinese crackers, stink bombs, happy highs, sky lanterns, lasers or laser pens are not permitted. Any prohibited items found on site will be confiscated by the Festival Security and returned to the trader during check out from site.

12. Dress and Conduct

It is **compulsory that all traders shall dress in appropriate Dickensian wear. We are adding a Fully Refundable deposit of £50 to our charges to ensure our Traders comply with this stipulation.** All traders shall conduct the sale of their products in a proper, efficient and courteous manner and must at all times conduct the sale in a manner satisfactory to the Dickensian Committee.

13. Limitation of Liability

The Dickensian Committee will not be responsible for any losses as a result of the following:

- infringements by traders of any patent rights, design, trademark or other protected rights of third parties;
- damage to any property whatsoever (including stock) or death or injury of any person arising from any action or omission by stall holders and their employees;

- breakdown of machinery or failure of any public utility;
- theft;
- failure of traders to comply with appropriate legal requirements;
- adverse weather conditions or Act of God;
- changes to Festival opening hours due to health and safety concerns.