

35th HUNTON STEAM GATHERING

10th & 11th September 2022



CRAFT & FOOD MARKET TRADER BOOKING FORM

THIS FORM MUST NOT BE USED FOR TRADERS SELLING TAKEAWAY HOT & COLD REFRESHMENTS

Company Name:	
Contact Name:	
Products to be exhibited:	
Contact address:	
Telephone:	
E-mail:	
Website:	

Please confirm the stand size you require within the marquee:

Duration	Price	Total Cost
Full Weekend	£60.00 (no VAT) 1 x 6-foot table	
Full Weekend	£95.00 (no VAT) 2 x 6-foot tables	
Full Weekend	£130.00 (no VAT) 3 x 6-foot tables	
TOTAL		
<i>Please note, the Organisers reserve the right to re-evaluate the rate charged depending on the size of the unit or the products sold. Plots are booked on a first come first served basis. Stalls that conflict with other Traders or the existing catering arrangements will not be granted permission to trade.</i>		

One caravanning/camping space is included for each stall provided it is booked at the same time as the stall. Additional plots are available at £70 per weekend (booked separately – see website). We will endeavor to provide camping as close to the marquee as possible however this cannot always be guaranteed.

I require Camping/Caravanning for (please tick)

Friday Night **Saturday Night**

Please outline any additional requirements below:

WE REQUIRE THAT ALL TRADERS CARRY APPROPRIATE PUBLIC INDEMNITY (and where appropriate Employers Liability) INSURANCE. EVIDENCE OF THIS MUST BE AVAILABLE ON THE EVENT

Please sign to confirm this below:

Signature: _____

Booking forms can be e-mailed to: victoria.wright12@gmail.com

Or Posted to:

Vicky Jobling
3 Arrathorne
Bedale
North Yorkshire
DL8 1NA

Payment – BACS Payment (preferred)			
Account Number:	11364138	Bank:	HSBC (Hunton Steam Gathering Committee)
Sort Code:	40-23-23	<i>Please use your first initial and surname as Payment Reference</i>	
Please tick this box if you have paid by BACS			

Alternatively, cheques to be made payable to: HUNTON STEAM GATHERING COMMITTEE

A STAND WILL NOT BE CONFIRMED AS BOOKED UNTIL PAYMENT IS RECEIVED

35th HUNTON STEAM GATHERING
10th & 11th SEPTEMBER 2022
FOOD & CRAFT MARKET

BOOKING TERMS AND CONDITIONS

1. *Once a stand is booked the full charge is due, whether or not the booking is subsequently cancelled. Please note that no monies will be refunded if cancellation is received. Cancellation by the HSG committee due to unforeseeable circumstances will result in a refund.*
2. *A standard single size stand includes a 6ft table. There will be room behind the stand for a pop up banner. A chair will be provided with each table. Traders can choose to dispense with the table and chairs if they wish to create their own stand area – please indicate on the booking form if you wish to do so.*
3. *The stalls will be allocated on a first come first served basis so please return your application form together with payment as soon as possible to avoid disappointment. Please note that receipts, tickets and a vehicle permit will be sent together in late August and unless you hear from us prior to this date then you may assume your booking has been accepted.*
4. *Two admission tickets and one vehicle permit per stand will be issued with each application. Vehicle permits must be displayed in the vehicle windscreen. If you have additional staff or helpers who will be attending the show at any time during the day you must purchase any extra tickets required at a special discounted rate of £5.00 each.*
5. *To ensure that we have a good variety of stalls in the marque the Steward reserves the right to refuse an application if too many similar businesses have already been booked.*
6. *Traders may only sell product types listed on their booking forms.*
7. *It is the responsibility of the Traders to ensure that there is no damage caused by the delivery, setting up, dismantling or removal of the stand to the venue. Any damage will be the responsibility of the stand holder and may result in a subsequent repair charge.*
8. *High risk food (e.g. meat) must be transported, stored and displayed at a temperature below 8° (ideally 1 - 5°). Such food may be displayed unrefrigerated for a one off period of no more than 4 hours. There needs to be a system in place for monitoring food past 4 hours. Cooked food must be served at a minimum of 65°C – these are legal requirements, and adherence is the Traders responsibility and not that of Hunton Steam Gathering.*
9. *Electrical equipment should be thoroughly safety checked before being brought on site.*
10. *The table top stands do not come “dressed”. Table cloths should be provided by the Trader.*
11. *Gates open to the public from 10am daily. The local food marque will close at 5pm on Saturday and 4pm on Sunday. NO VEHICLE MOVEMENTS WILL BE ALLOWED AFTER 9am OR BEFORE THE CLOSING TIME.*
12. *Access to the venue can be made from 7am each morning. Stands can be set up on the Friday before the show.*
13. *All stands and other material brought to the show must be removed from the venue. Unused brochures and other collateral cannot be left at the venue for disposal. Any surplus resource left at the venue may attract a disposal charge of up to £30 plus VAT. Bins will be provided at the end of the day for your waste.*
14. *All Traders must operate in accordance with the Coronavirus guidelines and law applicable at the time of the event.*

15. *Traders are responsible for any materials delivered to or made from the venue and for their materials and possessions during the show. The venue accepts no responsibility or liability in that regard. The organisers offer no security for stalls, goods or equipment left within the marquee.*
16. *Access to at least one 13 amp electricity socket can be arranged. Any additional power needs must be raised with the organisers well before the event to enable needs to be met.*
17. *All Traders must comply with their own trade/professional standards to meet the health and safety standards required by law. Hygiene, Equipment and appliance certification should be readily available for inspection.*
18. *It might be possible to trade for only one of the show days, however this should be discussed with the Organisers prior to booking.*