



# CHILDREN'S FESTIVAL TRADE FORM

# Children's Festival

29th/30th May 2018

Stonham Barns, Pettaugh Road, Stonham Aspal, Suffolk IP14 6AT

Tel: 01449 711111 Email: events@stonhambarns.co.uk



## YOUR DETAILS

Company Name:

Contact Name :

Address:

Tel No:

Mobile No:

Email:

Website:

## YOUR BUSINESS - Please tick ONE category that best describes the content of your stand:

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Toys           | <input type="checkbox"/> Cycles/skateboards | <input type="checkbox"/> Computer games | <input type="checkbox"/> Museum / Attraction |
| <input type="checkbox"/> Wooden toys    | <input type="checkbox"/> Charity            | <input type="checkbox"/> Education      | <input type="checkbox"/> Information         |
| <input type="checkbox"/> Music & Videos | <input type="checkbox"/> Circus Products    | <input type="checkbox"/> Clothes        | <input type="checkbox"/> Travel              |
| <input type="checkbox"/> Books          | <input type="checkbox"/> Arts & Crafts      | <input type="checkbox"/> Other          |  |

If other please state here:

Description of what you will be selling.....

AREA	FRONTAGE (METRES)	DEPTH (METRES)	COST £	QTY	TOTAL £
Inside Barn	2M	2M	£60.00		
Outside	3M	10M	£50.00		
Outside	6M	10M	£75.00		
Outside	10M	10M	£125.00		
Table Hire (each)			£10.00		
Electric Sockets (each)			£25.00		

I / we agree to be bound by the trade stand rules and regulations of Stonham Barns Ltd

Name :  Signed:  Date:

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## TRADE STAND PAYMENTS

We have two options for you to send payments and forms.

*Send completed forms with payment  
& A stamped self-addressed A5 envelope to:*

Stonham Barns Events Team  
Stonham Barns, Pettaugh Road,  
Stonham Aspal, Stowmarket,  
Suffolk IP14 6AT

1

*Submit your form and payment online using our  
secure website, Visit:*

<https://www.stonhambarns.co.uk/more/event-stall/>

2

### Office use ONLY circle —Paid by

CASH     CHEQUE     BACS     CREDIT CARD     DEBIT CARD

Date  Receipt sent  By

### PLEASE TOTAL ALL COSTS & ENCLOSE FULL PAYMENT

**Cheques payable to:** Stonham Barns Ltd

**Payment by:** Credit / Debit CARD

**BACS Payment:** Barclays Bank

**Sort Code:** 20-88-13

**Account No:** 40866903

**REFERENCE:** COMPANY NAME & Children's Fest



**CARD PAYMENT**     Visa     Electron     Mastercard     Maestro

Card Number:  Switch / Maestro No:

Expiry Date:  /  Valid From:  /  Security Number:

Name on card:  Signed:  Date:

Post Code where card is registered:

House Number / Building Name:

**Total Amount to Pay:** £

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## **TRADE STAND RULES , REGULATIONS , HEALTH AND SAFETY POINTS.**

1. The Children's Festival event is open to the public from 10am to 4pm both days and available to set up from 8am.
2. All sites & stalls must be staffed, stocked and open to the public by 10am to 4pm on show days.
3. All vehicles to be removed from the show area by 9am & no unloading permitted after 9am.
4. ALL Exhibitors and trade vehicles must be parked in the designated parking or within your stand areas by 9.00am.
5. NO vehicle movement allowed on site during the hours of 9.00am & 4pm.
6. NO stall should be dismantled before 5pm.
7. Set Up on the Monday available please contact a team member at the events office to arrange.
8. No stand is secure until the payment is clear.
9. Your payment must be made in full at the time of booking.
10. If an exhibitor cancels a booking, for whatever reason, they shall forfeit any fees paid to Stonham Barns
11. Stonham Barns Ltd has taken reasonable precautions to ensure the health & safety of everyone present for the event. For these measures to be effective, please take reasonable precautions to avoid and prevent accidents occurring by removing obstacles which may cause tripping, falling or equipment/ goods falling onto people and adhering to the guidelines of the Children's Fest Show and its officials.
12. Please leave your pitch as you found it, clear any rubbish/debris and make good any damage to the ground caused by post holes etc.
13. Smoking is prohibited in all covered spaces
14. Selling goods by auctions or offering live animals, raptors, etc. as prizes is prohibited. Raffles, tombola or pick-a-ticket stand will not be permitted without permission from the event organisers. Permission will only be granted to charities
15. Safeguard your property! Stonham barns Ltd will NOT accept any responsibility whatsoever for any losses, exhibitors must ensure that they have adequate insurance, Stonham Barns Ltd will not entertain any claims.
16. Exhibitors should display their name and address which can be easily be seen by the public.
17. Please find our risk assessment forms in this pack these MUST be completed and returned to the event office by May 20th 2018.
18. Allocation of stands will be to the event managers discretion.
19. NO exhibitor/ trade stand may sub-let any part of the site allocated.
20. Amplification equipment may be used provided it is at a reasonable level and NOT intrusive to other traders or members of the public.
21. Any Exhibitors who bring their own marquee MUST provide a Health & Safety Risk Assessment together with a suitable fire extinguisher .
22. All prices are for two days only.
23. VAT is not payable on static pitches.
24. Entry to the site on the one day of the event will be on presentation of a 2018 Trader pass, One vehicle pass per trade stand. If extra are needed please contact the events team to purchase them. Vehicle passes must be displayed in windscreen before arrival.
25. Please note there are NO guaranteed stand locations within your booking agreement. The event organisers reserve the right to make changes or relocate stands as they deem appropriate.
26. Stonham Barns Ltd shall in no circumstances be liable to the trader for any refund , loss of business, profit, whether direct , indirect or consequential through events, weather, or ground conditions beyond its reasonable control and will be under no obligation whatsoever to compensate the trader.

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**PLEASE COMPLETE THE RISK ASSESSMENT FORM BELOW AND INDICATE ANY HAZARD OR SAFETY ISSUE RELATING TO YOUR STAND AND/OR PRODUCTS BEING TRADED.**

HAZARD	SERVERITY	PROBABILITY	PERSONS AT RISK	CONTROLS TO MINIMISE RISK

Please advise us if you will be bringing hazardous substances, moving machinery on site etc.

**PLEASE DO NOT FORGET TO INCLUDE A COPY OF YOUR PUBLIC LIABILITY INSURANCE AND COPY OF ANY FIRE RETARDANT CERTIFICATES IF APPLICABLE.**

Company:  Assessors Name:

Signed:  Date:

Head or Registered Office : Knowle House, Rotherfield Road, Crowborough, East Sussex, TN6 3DY  
Registered in England no. 6146685 VAT NO GB 925 6826 95

[www.stonhambarns.co.uk](http://www.stonhambarns.co.uk)