

Christmas Fair

Saturday 28th & Sunday 29th November 2020



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"/> Crafts | <input type="checkbox"/> DIY / Home | <input type="checkbox"/> Clothing | <input type="checkbox"/> Decorations |
| <input type="checkbox"/> Artwork | <input type="checkbox"/> Giftware | <input type="checkbox"/> Games | <input type="checkbox"/> Food / wine |
| <input type="checkbox"/> Memorabilia | <input type="checkbox"/> DVD's / Music | <input type="checkbox"/> Information | <input type="checkbox"/> Leather |
| <input type="checkbox"/> Jewellery / Accessories | <input type="checkbox"/> Kitchen accessories | <input type="checkbox"/> Education | <input type="checkbox"/> Garden products |
| <input type="checkbox"/> Charity | <input type="checkbox"/> Fabrics | <input type="checkbox"/> Flowers / Plants | <input type="checkbox"/> Hampers |

If other please state here:

Description of what you will be selling:

AREA	FRONTAGE (METRES)	DEPTH (METRES)	COST £	QTY	TOTAL £
INSIDE MARQUEE	2M	2M	£75.00		
OUTSIDE SMALL	3M	3M	£75.00		
OUTSIDE MEDIUM	6M	3M	£100.00		
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 your 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 with payment online using our secure website, visit:

www.stonhambarns.co.uk/more/event-stall/

2

Office use ONLY. Tick 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 & Christmas Fair

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 the 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 Christmas Fair is open to the public from 10am to 4pm and available to set up from 6:30am.
2. All sites and stalls must be staffed, stocked and open to the public by 10am to 4pm on the show day.
3. All vehicles to be removed from the show area by 9am & no unloading permitted after 10am.
4. ALL Exhibitors and trade vehicles must be parked in the designated parking areas by 9am.
5. No vehicle movement allowed on site during the hours of 9am and 4pm.
6. No stall should be dismantled before 4pm.
7. Set up on Friday available please contact a team member at the events office to arrange.
8. No stand is secure until the payment is cleared.
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 show and its officials.
12. Please leave your pitch as you found it, clear any rubbish/debris and make good any damages to the ground caused by post holes etc.
13. Smoking is prohibited in all covered spaces.
14. Selling goods by auction or offering live animals, raptors etc as prizes is prohibited. Raffles, tombola or pick-a-ticket stands will not be permitted without permission from the event organisers.
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 claims.
16. Exhibitors should display their name and address which can be easily seen by the public.
17. Please find our risk assessment forms attached, these MUST be completed and returned to the events office by 23rd November 2020.
18. Allocation of stands will be to the event managers discretion.
19. No exhibitor/ trader 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 day of the event will be on presentation of a 2020 trader pass, one vehicle pass per trade stand. If extra is needed please contact the events office prior to the event.
25. Vehicle passes must be displayed in the windscreen before arrival.
26. 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.
27. 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 HAZARDS 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 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