

ESSEX DOG DAY

Crix | London Road | Hatfield Peverel | Essex | CM3 2EU



Food Stall Registration Form

Name

Company Name

Address

Post Code

Tel

Email

Mobile Number

Description of product or service

Sunday 25th August 2019 - Site Space

Please tick which area you require. All pitches are 6m deep and each application is allocated two admission passes. Additional passes are chargeable at £5.00 each.

3m frontage x 6m depth	6m frontage x 6m depth	10m frontage x 6m depth	REQUIREMENTS	
£160.00	£260.00	£335.00	Site Space Cost	£.....
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extra Admission Passes @ £5	£.....
			Total enclosed	£.....

PLEASE MAKE CHEQUES PAYABLE TO **ESSEX DOG DAY** (the fee is payable at the time of booking).
Please request bank details if you would prefer to make a bank transfer.

Cheque Enclosed:

Insurance Certificate Enclosed:

You must read the Terms and Conditions for the event on the following pages of this form.

NO ONE WILL BE PERMITTED TO OPERATE AT ESSEX DOG DAY WITHOUT A VALID INSURANCE. A copy is to be produced at the time of booking.

Please return your completed form to:

Essex Dog Day

C/o Simone Clarke

John Grose Group Limited

Ransomes Europark

Ipswich

Suffolk

IP3 9BE

Tel. No.: 07921 820290 / 01473 277658

Email: enquiries@essexdogday.com

www.essexdogday.org

Essex Community Foundation is an independent charitable trust established in 1996 as a registered charity and company limited by guarantee to support local charities.

Registered charity number 1052061



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TERMS AND CONDITIONS OF BOOKING A FOOD STALL

1. The deadline for applications for bookings is **Monday 19th August 2019**. Applications may be accepted after this date but there is no guarantee that later bookings will be listed in the Essex Dog Day Programme.
2. All applications for bookings must be accompanied by a cheque for the full payment for stall/s and equipment booked payable to **ESSEX DOG DAY**. The application form is not valid unless completed in full and signed. By signing the application form, you agree to comply with these conditions. We regret refunds will not be given for bookings cancelled by stall holders.
3. All applications for bookings will be considered by the Essex Dog Day Committee whose decision is final.
4. **The organisers carry Public Liability Insurance in respect of their own activities but all catering, trade and exhibition stalls are responsible for theft or damage to their own units/ goods/ produce. All stall holders must have Public and Product Liability Insurance and Employer's Liability Insurance where relevant – someone minding your stall on a temporary basis is classed as an employee. No person or organisation will be permitted to operate at Essex Dog Day without valid insurance.**
5. Stall holders and people working with or for them participate in the event at their own risk and the stall holder indemnifies the organisers against any loss or damage that any of them may suffer.
6. The producer, or someone directly involved with production, must attend the Essex Dog Day and manage the stall.
7. Only top-quality produce should be offered for sale at the Essex Dog Day – the Essex Dog Day Committee reserves the right to remove substandard items. All catering units must clearly display prices at all times.
8. All stall holders must inform Essex Dog Day of the range of products and produce to be sold to enable Essex Dog Day to monitor conflict with other stalls.
9. If claiming organic or similar certification, a copy of the certificate should be available for inspection on request. Genetically Modified Products should not knowingly be used in the production of goods offered at the Essex Dog Day.
10. Stall holders must supply their own tents, stands, trailers or other equipment in which to trade. Stall holders are responsible for the provision of fire safety equipment on their stalls.
11. Any member of the Committee of Essex Dog Day or EHO Officer may inspect a stall at any time to ensure the safe and hygienic operation of the site and compliance with the conditions of booking and product descriptions before, during and after the Dog Day. Any directions given must be complied with immediately.
12. Stall holders undertake to comply fully with trading standards, health and safety, environmental health and all other relevant legislation. Stall holders are asked to keep their surrounding area as clean as possible throughout the time of the Dog Day and to dispose of rubbish in the designated refuse areas. **Stall holders that fail to dispose of or remove all their rubbish will be charged £50**
13. Essex Dog Day is open to the public on Sunday 25th August 2019 from 10.00am until 5.00pm. All stall holders must register their stall and set up on Sunday 25th August 2019 between 7.30am and 9.00am. Late arrivals may be refused entry with no refund.
14. No stall is to be dismantled before the end of trading at 5.00pm on Sunday 25th August 2019. No vehicles belonging to stall holders will be granted access to the exhibition area until 5.00pm. Please do not try to bring your vehicle back until after 5.00pm. We ask that even if you run out of produce, you remain until closing time as it affects the overall look of the Essex Dog Day – treat it as an opportunity to promote your produce and other aspects of your business through leaflets and chatting to customers.
15. Vehicles may be parked adjacent to stalls or used for stock replenishment only with prior arrangement with the organisers.
16. Electricity will not be supplied. Stall holders who require electricity must provide their own generators. All electrical equipment must be certified and have a current PAT certificate. This certificate must be made available for inspection if requested.
17. Water and hand washing facilities are available on site to stall holders.
18. Smoking at the stall is prohibited. Antisocial behaviour will result in instant dismissal from the Essex Dog Day.