

Vintage Spring Fair 18th and 19th May 2019 - Stallholder Application Form

The date for Age UK East Sussex's Vintage Spring Fair is Saturday 18th and Sunday 19th May 2019. The event will be held on the Metropole Lawns located off East Parade, adjacent to the Seafront and next to the De La Warr Pavilion in Bexhill.

We have chosen a vintage theme as a connection with the age range of people who would use our charitable services. As with many vintage styles, people are unique and interesting, and even more so - as we grow older. Our event will celebrate our vision to Love Later Life and to make our county a great place to grow older. We invite you to attend our event to showcase your services, local produce or entertainments – Thank you for your booking and supporting us. All funds raised from this event will go towards our charity and help support older people throughout East Sussex.

Included with this form are the terms and conditions and information you need regarding the event, so please keep these safe.

PITCH OPTIONS - PRICES ARE FOR 2 DAYS:

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|------------------------------------|-------------|
| 1. 3m x 3m sellers pitch | Fee £150.00 |
| 3m x 3m crafts pitch (small value) | Fee £75.00 |
| 2. 3m x 6m double pitch | Fee £280.00 |
| 3. Hot Food stalls | Fee £400.00 |

We hope that you will be able to participate in this event

Many Thanks

Any queries please contact Adam Wilkins on 01273 476704 or via the email address below

adam.wilkins@ageukeastsussex.org.uk

Terms & Conditions

Public Liability Insurance - Each stallholder MUST have public liability insurance. We will require a copy of the Certificate with the completed application form.

Food Hygiene Rating Certificate - We will also need to see a copy of the food hygiene rating for food / catering stalls. If it is not possible to verify this online then you will need to provide us with a paper copy.

Temporary Event Notice - Any stallholder selling alcohol will need to apply for a TEMPORARY EVENT NOTICE from Rother District Council and a copy of the confirmation must be sent to us prior to the event.

Risk Assessment - We also require that you carry out a full risk assessment in relation to the event and a copy of this must be included with your completed application

If any of these documents are not provided to us prior to the start date of the event we will be unable to provide you with access to the event and your fee will be forfeited.

- Whilst the charity is the ultimate organiser of the event, and therefore holds ultimate responsibility, the event is being operated and run by a committee of volunteers on behalf of the charity.
- This committee is overseen and managed by the Events Coordinator and Head of Fundraising and Marketing but the committee has delegated powers of decision making and operation in relation to this event.
- To keep a fair balance across the types of stalls, the committee reserves the right to close applications from certain stall types depending on the quantity received. You will be advised in good time after we receive your form if we are unable to provide you with a stall.
- The deadline for payment, application forms and additional paperwork is Friday 26th April 2019.
- Applications will be processed in order of receipt.
- If payment is not received by the set deadline, the pitch will be reallocated. Your pitch is only finally guaranteed once the payment is received.
- It will not be possible to follow up with you for your application form / insurance / payment. This will be your responsibility. The charity cannot accept responsibility for those applications which are not received.
- The pitch fee is NON-REFUNDABLE in any circumstances.
- Electricity is not available at all sites.
- The committee is not responsible for any adverse weather conditions, please be prepared for all eventualities. We cannot be responsible for the loss of earnings or inability to trade or any damage to stock/equipment.
- The event will run from 10am -5pm. Details regarding set up times will follow. In order to keep the event a success however it is requested that stall holders do not pack up before the end unless a decision is advised by a committee member.
- We reserve the right to change any of the above conditions.

Age UK East Sussex

Faraday House
1 Faraday Close
Eastbourne
East Sussex BN22 9BH

t 01273 476704
e customerservices@ageukeastsussex.org.uk
www.ageukeastsussex.org.uk



Stallholder Application Form

If you would like to join us on Saturday 18th and Sunday 19th May 2019, please complete this form and return via email to adam.wilkins@ageukeastsussex.org.uk or to the postal address below.

Stall name:	
Owner:	
Address:	
Contact number:	
Email address:	
Website (if you have one):	

Description of your stall:	
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Chosen pitch (Please note, no electricity will be provided on site by the organiser):	Tick
1. 3m x3m sellers pitch Pitch fee £150.00 3m x 3m craft pitch (smaller value) Pitch fee £75.00	
2. 3m x 6m double pitch Pitch fee £280.00	
3. Hot food stalls Pitch fee £400.00	
Trestle Tables can be hired (limited availability) 0.8m high and 2m length – the fee is £6.00 per table. ***Trestle tables must be ordered in advance. Extras will not be available on build up day.	

Enclosed (tick all that are required and ensure enclosed)

- | | | | |
|------------------------------------|--------------------------|---------------------------------|--------------------------|
| Application form | <input type="checkbox"/> | Risk Assessment | <input type="checkbox"/> |
| Public Liability Insurance Details | <input type="checkbox"/> | Food Hygiene Rating Certificate | <input type="checkbox"/> |

To follow:

- | | |
|------------------------|--------------------------|
| Temporary Event Notice | <input type="checkbox"/> |
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Payment Method

By Cheque Enclosed (Made Payable to Age UK East Sussex)

By BACS

BACS DETAILS:

Account Name: **Age UK East Sussex**, Sort code: **40-52-40**, Bank account number: **00020692**

Reference: **Vintage Spring Fair**

I confirm that I have read, understood and agree to be bound by the terms and conditions:

Name in Capitals:

Signed:

Date:

Notes of Vintage Spring Festival representative:

Details confirmed and reviewed by Vintage Spring Festival representative

Risk assessment reviewed and confirmed that risk at an acceptable level

All relevant documentation received, checked and reviewed

Vintage Spring Festival representative to complete one statement below and then sign:

I confirm that I have reviewed the completed application form, that all the relevant checks have been carried out and documentation received and that the stallholder meets all relevant requirements in order to attend the Spring Fair Event	<input type="checkbox"/>
I confirm that I have reviewed the completed application form, that all the relevant checks have been carried out and that the stallholder does not meet all relevant requirements in order to attend the Spring Fair Event	<input type="checkbox"/>

Signed:	Name - capitals:	Date: