



WESTON PARK

ORDER NUMBER
Office Use only

**Enchanted Weston Festive Market 2019 Traders Booking Form
Friday 13th to Saturday 21st December 2019**

COMPANY

NAME

ADDRESS

..... POSTCODE

TELEPHONE..... MOBILE.....

EMAIL..... WEB-SITE.....

SOCIAL MEDIA LINKS

PLEASE CIRCLE BELOW:

Category: FOOD/CRAFT

Product: Is it made by you? YES/NO

DESCRIPTION OF THE PRODUCTS TO BE DISPLAYED AND SOLD:

PLEASE NOTE THAT THE BOOKING WILL BE BASED ON THIS AND IT WILL NOT BE POSSIBLE TO DISPLAY PRODUCTS NOT LISTED:

.....
.....

COMPANY NAME / WEB-SITE DETAILS FOR THE PROGRAMME:.....

NOTES:

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- The costs are £40 per pitch per night. (Minimum 3 nights) 6 foot trestle table and chair included. Pitch size: 2m – 1.5m.
- Electricity hook up is charged at £10. All electrical equipment used must be PAT tested and have valid sticker / certificate confirming this.
- The event will take place in the grounds of Weston Park with stalls located in a marquee on Dairy Green. Stall must be open between 4:30pm and 9:30pm; stallholders will have access from 2pm each day.
- Places are limited and **will be allocated on a first come first served basis.**

PITCH TYPE:

Number of nights required, £40 per night. (Minimum 3 nights)

Dates you wish to attend

Electricity required £10 per booking

PAYMENT:

Card
Please call Kelly on 01952
852110 to make payment and
secure your booking

Cheque
(**COMPANY cheques only** payable
to Weston Park Enterprises Ltd)

APPLICATION CHECKLIST:

| | |
|---|--|
| I have included a copy of my public liability insurance (minimum 2 million) | |
| I have included a copy of my Food Hygiene Rating & Safety Certificates (PAT testing copy) if applicable | |
| I understand that I must trade for a minimum of 3 nights from 4:30pm – 9:30pm | |
| I understand that I may only sell what has been detailed overleaf or I may be asked to cease trading | |
| I have kept a copy of my booking form for my own records and reference | |

TERMS & CONDITIONS:

1. When booking please describe the products that you will be displaying, these will be the only products you will be permitted to display. **Any stallholder displaying goods other than those on their original application form may be asked to remove them immediately.**
2. A booking is only confirmed upon receipt of payment, which must be made at least 4 weeks prior to the event. If booking forms are returned without the method of payment, this does not constitute a secure booking. Should the event become full before payment is received, Weston Park is at no obligation to provide a pitch. **Without full payment 4 weeks prior to the event, the booking is not confirmed and the pitch may be resold.**
3. All relevant paperwork – risk assessment form, public liability insurance, food hygiene checklist – must be received at least two weeks prior to the event.
4. Location of stall is based on product being sold and will be located based on a first come first served basis.
5. A 2m pitch includes 1 trestle table and 2m frontage.
Any additional space/ equipment required must be specifically agreed and paid for in advance.
6. Electricity, if booked and paid for in advance, is available from 4pm – 9:30pm. **No overnight power is available.**
7. All electrical equipment must be PAT tested.
8. Exhibitors trading outside are welcome to use their own generators, but must notify us in advance and declare this on their booking forms. Exhibitors using gas or other fuel must disclose this on their booking form. All such exhibitors must confirm that additional health & safety/ fire regulations and risk assessment processes in respect thereof have been complied with, and by signing this you confirm that to be the case. All such exhibitors must bring their own appropriate firefighting equipment.
9. You must not attach anything to walls or ceilings in a way that will leave marks and you must leave your stand area clean and tidy at the end of the day. Rubbish may be left behind providing it is in a box or bag. You should specify if you require electricity for equipment when booking. The electric point may be up to 10ft away so exhibitors should supply an extension lead. Multiway adapters are not permitted and ALL electrical equipment must have a valid PAT test certificate.
10. **All stall holders must have Public Liability Insurance cover of £2 million. Paper or email copies of your valid certificate must be submitted to WPEL at least 4 weeks before the event date.**
11. Cancellations: Stallholders who cancel more than 30 days before the event: no penalty, 30 – 15 days before the event: 50% of costs forfeit, 14 - 0 days before the event (including no shows): 100% of costs forfeit. Cancellations may be advised by phone but confirmation must be in writing. We will then acknowledge the cancellation back to you in writing.
12. Weston Park will do everything in our power to ensure that you have a successful fair but cannot be held responsible for damage or theft of your stock, interruption of power or services, failure of press advertisements to appear, inclement weather, or anything else beyond their control. It is a condition of booking that you understand and accept that you cannot hold Weston Park responsible for any losses you sustain. If in the reasonable opinion of Weston Park it is necessary to cancel an event because of prevailing weather conditions or any other reason no refund of booking fee or any other payment will be forthcoming. Weston Park carries £5,000,000 of public liability insurance.
13. All prices quoted include VAT.

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I acknowledge that I have read and understood the Terms and Conditions of booking and that I (or my agent acting on my behalf) agree to abide unreservedly by them.

SIGNED.....**DATE**.....

NAME
PRINTED.....

PLEASE RETURN YOUR APPLICATION FORM TO
WESTON PARK ENTERPRISES LTD, WESTON-UNDER-LIZARD, SHIFNAL, SHROPSHIRE, TF11 8LE

For further information please telephone **01952 852110**
or e-mail **kelly@weston-park.com**