

**Holker Spring Fair 2<sup>nd</sup> & 3<sup>rd</sup> May 2020**

**Food Outlet Application Form – PLEASE RETURN BY 27<sup>th</sup> MARCH**

Trading Name of Company \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel No \_\_\_\_\_ E-mail \_\_\_\_\_

Facebook \_\_\_\_\_ Twitter \_\_\_\_\_

Type of outlet and list of products: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LEGISLATION**

- |    |  |  |     |                          |    |                          |
|----|--|--|-----|--------------------------|----|--------------------------|
| 1. | I am the holder of a current   | a) Public Liability Insurance <i>(Please send us copies)</i> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|    |  | b) Food Handling Certificate <i>(Please send us copies)</i>  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. | As owner/director of a food business I carry out risk assessments on a regular basis and will show these on request  |  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3. | I guarantee that my staff and I will show 'due diligence' in the preparation, cooking and serving of food  |  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4. | Please confirm you have suitable fire extinguishers/blankets and have trained staff on site  |  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5. | Which local environmental Health Office is your business registered with?  |  |     |                          |    | _____                    |
| 6. | I will be keeping an up to date log book of fridge/freezer storage temperatures and will show this on request  |  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 7. | Please confirm you carry a First Aid Kit   |  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 8. | I guarantee that all food handlers employed by me in the food outlet are trained in accordance with the job being carried out and hold a basic food hygiene certificate <i>(Please send us copies)</i> |  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

**REQUIREMENTS (all prices include VAT)**

I wish to apply for the following:

1. Size of outlet \_\_\_\_\_ @ £380 *(Payment in full is required with your application)*

**If you wish to pay via BACs transfer, please send payment to the following account, quoting company/last name:**

**Bank:** Handelsbanken - **Account number:** 62976675 - **Sort code:** 40-51-62

Please note that we no longer accept cheques

2. Electric  (please tick) *Please note we do not allow the use of generators*
3. I require a 16amp 'Ceeform' single electric point  or 32 amp  (please tick)

I/we the undersigned have read, understood and agree to be bound by the Terms and Conditions of the Holker Spring Market as issued with this Application Form, and agree not to hold the Committee responsible for any damage, loss or injury sustained however caused.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name in Capitals \_\_\_\_\_ Position in Company \_\_\_\_\_

**Holker Spring Fair**  
**2<sup>nd</sup> & 3<sup>rd</sup> May 2020**

**TERMS & CONDITIONS TO TRADERS/EXHIBITORS**

**INTRODUCTION**

All those participating in the Holker Market must adhere to the following information.

General information is set out in alphabetical order.

1 **ACCIDENT REPORTING**

All accidents or near accidents must be reported to staff who will be on site. Upon knowledge of any such accident a full report will be written by a member of Staff, and where appropriate an investigation of the accident area will take place. If any medical assistance is required, this will be provided by a member of Staff.

2 **ALLOCATION OF SPACE**

Whilst every care will be taken to comply with individual requirements and allocate positions as requested, we regret that UNDER NO CIRCUMSTANCES CAN STAND ALLOCATIONS BE ALTERED OR AMENDED ONCE FINALISED.

3 **AMPLIFIERS/TOUTING**

The use of amplifiers/microphones to attract trade IS NOT ALLOWED. Trade must be restricted to the area allocated.

4 **CANCELLATION**

In the event of you being unable to attend, every endeavor will be made to re-let the space allocated and a £20 fee will be retained to cover administration costs. In the event of failure to do so, **the original applicant will remain liable for full payment of the stand booked.** Under any circumstances, no refunds can be made after 20<sup>th</sup> April 2020.

5 **CAR PARKING – EXHIBITORS/TRADERS**

Exhibitors/Traders car and vehicle parking is only allowed in the designated areas, and as directed by Stewards. ALL VEHICLES MUST BE REMOVED FROM PUBLIC AREAS TO DESIGNATED AREAS BY 10.00am DAILY.

6 **CATERING**

The Courtyard catering facilities, situated by Holker Hall, will be open from 10.30am daily for a range of hot and cold food and drinks.

7 **CLEARING OF THE SITE**

All Exhibitors/Traders equipment must be removed from the Market on the last day of the Event.

**Under no circumstances will Exhibitors/Traders and/or their assistants be allowed to remove or dismantle their stands before 5.00pm on Sunday 3<sup>rd</sup> May.**

8 **CONSEQUENTIAL DAMAGE**

The Committee Organisers cannot hold themselves responsible for any damage or claim by Exhibitors/Traders. Exhibitors are responsible for any and all damage or injury to persons or property suffered on their stand or any active remission by them or their servants, agents or contractors employed. Exhibitors/Traders will be responsible for the safety of their exhibits, stands and machinery, which must be safeguarded to the satisfaction of the organisers.

9 **ELECTRICITY**

Electricity will be provided if previously booked on the Application Form. Electricity cannot be provided on your arrival unless pre-booking has been made and paid for. We regret that electric points cannot be ordered on arrival.

10 **FIRE AND SAFETY PRECAUTIONS**

Exhibitors/Traders will be responsible for their own fire and safety precautions and must ensure that adequate fire extinguishers etc are available. Exhibitors/Traders are reminded of the stringent regulations governing materials used on site during exhibitions/shows.

11 **FIRST AID**

First Aid facilities are available through the Visitor Services Department throughout the Event.

12 **FURNITURE HIRE**

Furniture in the form of trestle tables and chairs can be obtained via the Visitor Services Department. All requirements must be booked in advance via your Application Form.

13 **HEALTH AND SAFETY**

Under the terms of the Health and Safety at Work, etc, Act 1974, you have a responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and that any plant or systems of work which may be used are safe and without risk to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety but also that of those working or attending the vicinity.

All Exhibitors/Traders must adhere to the above health and safety regulations.

- 14 **INJURIES**  
All accidents or near accidents must be reported to staff. Upon knowledge of any such accident a member of staff will write a full report and where appropriate an investigation of the accident area will take place. If any medical assistance is required, staff will provide this.
- 15 **INSURANCE**  
Each Exhibitor/Trader is responsible for insuring against any legal liability incurred in respect of injury, loss or damage to property belonging to third parties. In addition, they should protect their expenditures against abandonment and cancellation or curtailment of the event.
- 16 **LIABILITY**
- a The entire risk and responsibility as regards the exhibits and property of exhibitors – including accident liability alleged to be, or due to, the handling and housing of such exhibits, the attendance on and management thereof, and all consequential and other injury or loss arising there from, shall be borne by the exhibitor.
- b The Committee will accept no responsibility for damage done to exhibits before, during or after the Market.
- c Holker Estates Company Limited shall not be responsible for any loss or injury however arising, incurred by any Exhibitor/Trader, his servants or agents. Nor does the aforesaid Company accept any liability to an Exhibitor/Trader in the event that the Market has to be cancelled or curtailed due to circumstances outside its control.
- d The Exhibitor/Trader shall indemnify Holker Estates Company Limited for any liability incurred by the Company to persons as a result of the act or omission of the exhibitor, his servants or agents.
- 17 **OCCUPATION OF STANDS**
- a Individual trade/display stands must be completely confined to the area booked. No allowances can be made for drawbars, signboard fascias etc and these must be accommodated within the area booked. The organisers reserve the right to alter or remove any stand infringing the area allocated.
- b All stands must be occupied by the Company or individual to whom it has been let. No sub-letting, stand sharing or assignment of areas will be allowed without the permission of the organisers.
- 18 **PARKING**  
There will be a designated parking area for exhibitors and we ask you display your pass clearly in your window so that you may be directed appropriately.
- 19 **PUBLIC OPENING TIMES**  
The Event will be open from 10.30am to 5.00pm Saturday & Sunday. All exhibitors need to be set up by 10.15am each morning.
- 20 **REMOVAL OF EXHIBITS - BREAKDOWN**  
No goods can be removed until after the closure of the Event at 5.00pm on Sunday 3<sup>rd</sup> May 2020.
- 21 **RESERVATION OF RIGHT**  
Acceptance of trade stand/display spaces are made subject to the Terms and Conditions shown on the contract. The Organisers reserve the right to refuse admission or to require the removal of any Exhibitor/Trader found to be in breach of these Terms and Conditions, and the decision of the Show Office shall be final. Any stand holder found to be in serious breach or contravention of the Terms and Conditions set out, will be required to vacate the area immediately.
- 22 **SECURITY**  
The organisers expressly decline responsibility for any loss or damage, which may befall the person or property of the exhibitors from any cause whatsoever. Exhibitors are warned not to leave their stands with exhibits unattended at any time whilst the Event is open to the public, whether during the installation, open or dismantling periods. Please ensure that portable exhibits and equipment such as mobile phones are adequately secure and are kept under surveillance. In the event of loss or damage immediately inform the organising official on duty.
- Security Guards will patrol the area from 5.00pm Saturday to 9.00am Sunday. Security is provided as a preventative measure.
- 23 **SETTING UP**  
The trade/display stand area will be available for setting up stands from 5.00pm-7.00pm on Friday 1<sup>st</sup> May and from 8.00am on Saturday 2<sup>nd</sup> May prior to the event.
- All stands/display areas must be up and ready for business/visitors by 10.15am on Saturday 2<sup>nd</sup> May.
- 24 **TOILETS**  
Toilets are situated within The Courtyard Café and also next to the Gift Shop.
- 25 **VEHICLE PERMITS**  
Exhibitors/Traders and Contractors will be provided with vehicle permits. These must be displayed at all times.

ALL DETAILS CORRECT AT TIME OF GOING TO PRINT – Winter 2020