

**Holker Spring Fair
Saturday 11th & Sunday 12th May 2024**

HOT FOOD/DRINK TRADE STAND – PLEASE RETURN BY FRIDAY 1ST MARCH 2024.
Payment in full is required within 7 days of the receipt of the invoice.

Trading Name of Company _____

Name of Applicant _____

Address _____

_____ Postcode _____

Tel No _____ E-mail _____

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)

1. Size of pitch required _____ @ £420 (Includes up to 32amp electricity per stand)

2. Electric *We do not allow the use of generators*

Please tick the electric point you require:



13amp



Small blue
3 pin plug
16amp



Big blue 3
pin plug
32amp

Payment is required within 7 days of receipt of the invoice via BACS, please be reminded we no longer accept payments by cheques.



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**PLEASE RETURN TO: VISITOR SERVICES DEPT, HOLKER HALL, CARK-IN-CARTMEL,
NR GRANGE-OVER-SANDS, CUMBRIA, LA11 7PL BY FRIDAY 1ST MARCH 2024.**

I/we the undersigned have read, understood and agree to be bound by the Terms and Conditions of the Holker Spring Fair 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 _____

TERMS & CONDITIONS TO TRADERS/EXHIBITORS
INTRODUCTION

All those participating in the Holker Spring Fair 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 or professional onsite medical 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**

Under any circumstances, no refunds can be made by you after Friday 26th April 2024. In the event of you being unable to attend, every endeavor will be made to re-let the space allocated. In failure to do so, **the original applicant will remain liable for full payment of the stand booked.**

5 **CAR PARKING – EXHIBITORS/TRADERS**

Exhibitors/Traders car and vehicle parking is only allowed in the designated areas, as directed by Stewards. ALL VEHICLES MUST BE REMOVED FROM PUBLIC AREAS TO DESIGNATED AREAS BY 09:30AM DAILY. Exhibitors/Traders and Contractors will be provided with vehicle permits, these must be displayed at all times. All vehicles to be off site and parked in traders parking for 9.30am.

6 **CATERING**

The Courtyard catering facilities, will be open from 9.00am 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 area 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 12th 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 booked by you. Electricity cannot be provided on your arrival unless pre-booking has been made and paid for.

10 **FIRE AND SAFETY PRECAUTIONS**

Exhibitors/Traders will be responsible for their own fire and safety precautions and must ensure that adequate fire extinguishers 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. Professional support will also be onsite throughout the Event.
- 12 **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 that 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.
- 13 **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.
- 14 **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.
- 15 **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 therefrom, 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.
- 16 **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.
- 17 **PUBLIC OPENING TIMES**
The event will be open from 10am to 5pm on Saturday & Sunday. All exhibitors need to be set up by 09:45am each morning.
- 18 **REMOVAL OF EXHIBITS - BREAKDOWN**
No goods can be removed until after the event's closure at 5.00pm on Sunday 12th May 2024.
- 19 **RESERVATION OF RIGHT**
Acceptance of trade stand/display spaces are made subject to the Terms and Conditions shown in 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.
- 20 **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.

Overnight Security will be present, Friday & Saturday. Security is provided as a preventative measure.
- 21 **SETTING UP**
The trade/display stand area will be available for setting up stands from 5.00pm-7.00pm on Friday 10th May and from 7.30am on Saturday 11th May before the event. PLEASE DO NOT arrive any earlier as we are still operating in our usual trading hours.

All stands/display areas must be up and ready for business/visitors by 09:45am on Saturday 11th May.
- 22 **TOILETS**
Toilets are situated within The Courtyard Café and next to the Gift Shop, as well as mobile units.