******Shropshire Festive Gift Fair 2019**

**Saturday 7th Dec 2019. 10.00am – 4.00pm**

****(Set up times to be allocated prior to the event)

**St Marys Church, St Marys Street, Shrewsbury, Shropshire SY1 1DX**

**\*\*Please complete the form in full including copies of certificates and documents where requested. Return to the address at the bottom of this form and NOT to the venue address.**

**Once your application has been accepted, an invoice will be raised with request for immediate payment. Stands will not be confirmed until payment has cleared. DO NOT send payment until you have had confirmation that your application has been successful! be made. plication has been accepted, request for payment wil \*\***

|  |  |
| --- | --- |
| Name - |  |
| Business Name - |  |
| Address – |  |
| Contact telephone Numbers - |  |
| Email address - |  |
| Website/Facebook page/Social Media Account - |  |
| Nature of Business - |  |

**Important note -**

**Businesses/caterers wishing to sell food products, must provide copies of a current and valid food hygiene certificate, local authority registration certificate and insurance policy certificate. Applications will not be accepted without it!**

**Businesses selling children’s toys/goods must ensure that those goods are EU safety tested and all toys that pass these tests must carry the relevant EU safety label (CE label). In the UK it is illegal to sell toys without such paperwork. Products may be checked on the day, you will be instructed to remove them from your stand if they do not conform to regulations. You may also be asked to provide a copy of certificates prior to the event.**

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| Details of goods to be sold on the day - (Unless you are selling vintage goods, items are required to be STRICTLY handmade or designed by the applicant) |
| Number of Stands required | Saturday @ £50 | QTY |
| Will you require an electric point?\* £5 surcharge applies\*Please note that any electrical items/cables brought for use on your stand must only be used on your own stand and must be covered by a current pat certificate. Availability of power points may be limited and will be offered on a first come, first served basis. | Yes / No  | Y/N |
| Table and Chair Hire (Limited availability, first come first served) | Quantity @ £5 | QTY |
| Special requirements/requests (these cannot be guaranteed) |  |  |

Please provide **ALL** the details requested. The fee for your stand is non-refundable.

**\*\*Security at this event is NOT provided. Any stands, stock, tables, equipment or possessions left unattended at the venue will be left entirely at the risk of the trader. Shropshire Handmade and Creative will not be held responsible for any damage, loss or theft of property left by the trader.\*\***

**Trading legally** - We ask that all of our traders ensure that they are registered as self employed and have been issued with a UTR (Unique Tax Reference number) by HMRC. By law you must be registered as self-employed if you are offering items for sale (even if you also have a job). It is a legal requirement for you to declare the income you make from your craft/sales, however small the amount and even if the amount falls below the personal tax allowance. As an event organiser we have a duty to encourage our stallholders to trade legally and legitimately. By doing so we feel that it encourages a fair trading platform at all of our events.

**Copyright infringement** - anything which infringes copyright will not be permitted for sale at any Shropshire Handmade and Creative event. For example, if it’s Disney, Warner Bros, anything currently in a film etc it infringes copyright if you draw, paint, stitch or stick the image on anything and sell it. If you don’t own the rights to the image you must not use it. This includes the use of certain fabrics and ribbons printed with logos, pictures and images that have been protected by copyright laws.

**Etiquette** - Please be polite and fair to other traders and do not exceed the space allocated to you for your stand. Space provided varies from venue to venue and is dependent on layout and space available to us for the event. All traders will be given enough room to accommodate a table measuring approximately 2m in length x 75cm depth. Any trader wishing to use equipment of a different size or wishing to bring extra equipment or stands must note them in the special requirements space provided for consideration. Traders must provide their own table and chair at all events unless instructed otherwise.

Traders are required to stay for the duration of the event and man their stands for the entire duration. Should you need to leave before the end time of the event, please seek permission before doing so.

Stand sharing is strictly NOT permitted. Only the business and products stated on this form will be permitted on your stand on the day. Additional items or items that do not fall into the handmade, created or vintage categories will be required to be removed immediately.

Please make sure your stand looks professional and tidy at all times. Please ensure your table cloth fully covers your table, extends to the floor and is pressed, clean and tidy.

**ALL** rubbish and litter from stands **MUST** be removed and taken home by the trader. Traders leaving litter behind may not be considered for future events.

**Parking** - Traders may be instructed to park in a separate parking area to allow more room for visitors. Please comply with parking instructions given either prior to the event or on the day and ensure that you have provided vehicle details in order to obtain a free parking pass if this is an option. Some venues do not have available parking. Shropshire Handmade and Creative will provide information on the nearest car park where possible.

**Marketing** - ALL attending traders will be required to promote and share the event via any means available. Only the official social media event may be shared. Duplicate social media events are NOT permitted and the publication of such will be ordered to be removed and deleted immediately. However, traders may share the official Shropshire Handmade and Creative event freely. Promotional material can be provided on request.

Shropshire Handmade and Creative and their associates may post a link or advert on a traders Facebook page, twitter or social media account in order to help promote the event. Photos of stands and previous events may also be used in marketing material to help promote and advertise events. If you do not agree for us to use pictures that might include your stand, products or you for this purpose then please notify us in writing.

**Insurance and liability** - Shropshire Handmade and Creative, their associates and hosts cannot be held responsible or liable for any trader or their stand, equipment and products. It is the responsibility of each trader to provide their own public and product liability insurance with a minimum liability of £5million. Please provide a copy of your certificate and tick the box in the declaration part of this form.

Any damage caused to any venue or property of the venue by a trader, their staff, helpers or associates will be charged to the applicant listed on this form.

**Products** - Only items that have been handmade, designed or created by the applicant, or fall into the Vintage category will be accepted. We regret that mass produced items and items that breach the outlined terms and conditions will NOT be permitted for sale/promotion on stands at any event. Traders will be asked to remove such items and/or leave the event without refund.

Finally, please be considerate to other businesses and traders. We ask that you price and market your items in a fair manner showing consideration to fellow traders. Shropshire Handmade and Creative have great pride in offering a happy and successful place to trade, by adhering to the terms you will help us to continue to showcase local talent and continue to provide a fruitful trading place.

**The conditions set out in this contract are put in place to ensure that all of our events are run within legal guidelines. They are there to protect both us and our traders/exhibitors and venues. Any breach of the terms and conditions will result in the trader being removed from our mailing list and may be refused application to future events. Shropshire Handmade and Creative and their associates cannot be held responsible for inclement weather or anything else beyond their control causing cancellation of an event. In these circumstances no refunds will be given.**

Shropshire Handmade and Creative can change or alter these terms and conditions without notice.

I understand and consent to the above terms and conditions and agree to provide an immediate payment when requested to secure my place. I enclose copies of certificates where required.

 I enclose a copy of a valid and current insurance certificate.

 I have provided copies of food hygiene and local authority registration certificates (Food businesses only).

Sign Date

Print

Business Name

More information on legal trading guidelines can be found at www.gov.uk or by contacting your local trading standards office. Please ask if there is anything you are unsure of or would like further information on.

**Please return completed form as follows….. By Email - shropshirehandmadeandvintage@yahoo.com**

**By Post - Shropshire Handmade and Creative, 33 Lansdowne Road, Bayston Hill, Shrewsbury, Shropshire, SY3 0HX**