



All Things Vintage & Lovely Show

Cotehele Mother Orchard

Saturday 17th and Sunday 18th June 2017

Stallholder Application Form

Miss Ivy Events Ltd is pleased to be taking applications for our forthcoming 'All Things Vintage & Lovely' show at Cotehele House and Gardens, St Dominick on Saturday 17th & Sunday 18th June 2017.

A fabulous and exciting venue first used in 2015, which resulted in a busy weekend with over 2500 visitors. We advertise locally and nationally in Vintage magazines and local press as well as social media, banners, flyers and posters. As the event is being held at a National Trust venue, it will also be promoted to all National Trust Members via their national and local magazines. There is a £4 entry fee for all visitors on each day including National Trust Members.

Due to the flooding issues we had last year the Show has been moved to the Mother Orchard. The new site is much more accessible for unloading and the marquee site is much flatter with better drainage.

Our aim is to have as broad a selection of Vintage and lovely products as possible on sale to satisfy both customers and stallholders. **Please note that completion and return of this application form and payment is not confirmation of your pitch booking. Unfortunately we are unable to take any catering stalls at this event including cupcakes and confectionery. This is a two day event and therefore your pitch booking is for the whole weekend – We are unable to accept bookings for one day only.**

Applications can be sent via email to jo@missivyevents.co.uk or posted to Miss Ivy Events Ltd, Oak Hayes, Bal Lane, Mary Tavy, Tavistock PL19 9PE.

We will confirm receipt of this form and once the selection process has taken place, email your confirmation of booking to you. If your application is unsuccessful, you will be placed on a waiting list and contacted should a stall cancellation occur. You can pay your pitch fee by BACS/Paypal or cheque. Payments will be refunded and cheques returned should your application be unsuccessful.

Stallholder Application Form

Name of Business	
Stallholder Contact Name	
Business/Contact Address	
Email	
Telephone number	
Business website, Facebook address, images of products or previous stalls (Can be attached to application if applicable)	
Brief description of goods to be sold (All products to be sold must be declared on application and if any other items are brought we reserve the right to ask you to remove them)	

Stall Location	Saturday 17th &	Choice of Marquee	Cost for both days
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	Sunday 18th June 2017	Please circle one	
Marquee Wall space 6' x 5' space		Vintage or Artisan	£90.00
Marquee Wall space 8' x 5' space		Vintage or Artisan	£100.00
Marquee Centre space 6' x 5' space		Vintage or Artisan	£80.00
Marquee Centre end space 8' x 5' space		Vintage or Artisan	£90.00
Marquee Corner space 10' x 5' space		Vintage or Artisan	£125.00
Outside Pitch 3m x 3m space for own gazebo in Orchard			£80.00
Outside Pitch 4.5 x 3 m space for your own gazebo in Orchard			£100.00
NOTE: All gazebo exhibitors must provide adequate weights for their gazebos.			

Saturday 17th and Sunday 18th June 2017	Total Cost
Cost of Space booked	
Table Hire £6.00 each	
Chair Hire £3.20 each	
GRAND TOTAL	
Full payment must be made with the application for the space to be reserved.	

<p align="center">Payment Method</p> <p>Full payment is due with booking form (Please complete one section)</p>	<p align="center">Full Payment Made by Cheque</p> <p>Date: Cheque No:</p>
<p align="center">Full Payment Made by BACS</p> <p>Date: Ref:</p>	<p align="center">Full Payment Made by PayPal</p> <p>Date:</p>

Stallholder statement: Please tick & sign to acknowledge

I enclose the following:

- Public Liability Insurance form
- Risk assessment form
- Full payment.
- I have read and understood the following terms and conditions and agree to uphold them and to ensure that my representatives do likewise.

I understand that if I have falsified any information on this form I may be suspended from trading at the All things Vintage & Lovely Show.

Print

Name:..... Signed.....

Company..... Date:.....

Terms & Booking Conditions

All Things Vintage & Lovely – Saturday 17th and Sunday 18th June 2017

- 14th Feb 2017 – Application Form, copy of Public Liability Insurance Certificate, risk assessment and full payment to be received by Miss Ivy Events Ltd. Please note that the application will not be accepted without all of above.
- 21st Feb 2017 – Stall holder to receive confirmation of booking and (if applicable) cheque to be cashed. Unsuccessful applications to be notified and payment to be refunded. (Cheque returned or BACS refund to be made).
- Once your booking has been confirmed, failure to commit to the date booked will result in the loss of your payment.

Payments

- Please ensure that you quote reference COTEHELE2017 when paying by BACS or note this reference on your cheque.
- BACS payment should be made to Miss Ivy Events Ltd, Sort code 30-98-46, Account number 23492468.
- Cheques should be made payable to 'Miss Ivy Events Ltd' and sent to Oak Hayes, Bal Lane, Mary Tavy, Tavistock, PL19 9PE.
- Paypal payments can be made to jo@missivyevents.co.uk.

Parking

- Although free, parking at Cotehele is very limited so car sharing is encouraged where possible.
- Stall holders will be allocated arrival times to facilitate a safe and timely set up on site - It is imperative stall holders arrive according to the schedule and follow set up and parking instructions.

Insurance

- Stallholders are responsible for their own Public Liability Insurance for 5million and for completing a risk assessment on their stalls. The organisers accept no liability for damage or loss for goods & equipment - nor any liability for injury to persons at the event.
- The Show Organiser and the land owner will try and ensure the event takes place. However, if conditions are deemed severe enough to create a risk to health & safety, the event will be cancelled. A decision to cancel, may be as near as the day prior, on the day or during the event.
- In the event of cancellation, the organisers will not be held responsible for any loss to the stallholders (including financial loss). In the advent of extreme weather conditions, stallholders can check if the event is going ahead by calling The Show Organiser on the number provided at time of booking and checking social media. In the event of cancellation the day prior to the event a text and/or email will be sent.

Stall information

- Should your requested space not be available, you will be offered an alternative location in advance of the event.
- Please do not place any items in front of your stall or outside of the space you have booked as this is a Health and Safety risk. You will be asked to remove any items that could cause an obstruction.
- If you have booked a Gazebo Space, you must supply your own Gazebo with adequate weights/anchorage
- Tables and chairs should be booked in advance. You are able to supply your own table and a chair should you wish but these must fit comfortably within the confines of your booked space.
- We regret there is limited Wifi facility at this venue

- All stallholders are responsible for removal of litter from their pitch at the close of the event
- **No refunds will be issued for any cancellations.**