



TASTE OF SUDBURY - FOOD AND DRINK FESTIVAL

BOOKING FORM



10th June 2018 – 10am to 4pm
St Peter's Church & Market Hill, Sudbury

PLEASE ENTER YOUR DETAILS IN CAPITALS

COMPANY NAME		CONTACT NAME	
ADDRESS		TELEPHONE	
		MOBILE	
		E MAIL	
POSTCODE		WEBSITE	
FACEBOOK		TWITTER	

DETAILS OF WHAT YOU WILL BE SELLING/PROMOTING

COMPANY/PRODUCT DESCRIPTION (25 WORDS FOR EVENT WEBSITE)

PITCH OPTIONS <i>(please circle amount and complete details)</i>	Inside St Peter's Church, 5ft trestle table or equivalent space	£75	Do you need a table? _____ Do you need access to a plug point? _____
	Outside on Market Hill, standard 3m x 3m pitch	£125	Do you need electricity charged at £25? _____ Please state wattage required _____ <i>(NB supply will be limited)</i>
	Outside on Market Hill, standard 3m x 3m pitch, selling hot food for consumption on the day	£175	<i>NB Different pitch fees apply for bars selling alcohol OR pitches over 3m x 3m. Please contact us asap.</i>

YOU AGREE – BY SUBMITTING THIS FORM

I have read & understood the Event Booking Conditions and I agree to abide unreservedly by them. (Please sign and date, or if completing this form electronically, enter your name below).

EVENT BOOKING CONDITIONS

Before you submit the booking form, please ensure you read and understand these booking conditions

BOOKINGS

The Taste of Sudbury aims to promote producers, restaurants, bars and the food industry in the local area and we give priority to those businesses based within a 50 mile radius of Sudbury. To secure a place at The Taste of Sudbury, full payment is required with the completed booking form and will be non-refundable. Payment will be accepted by cash, cheque or BACs. Please make cheques payable to 'Taste of Sudbury Community Interest Company Ltd' and post to Suffolk Market Events, Wyatts, Wyatts Lane, Little Cornard, Suffolk CO10 0NT. BACs are paid to Santander, Taste of Sudbury Community Interest Company Ltd, Account No: 18917956 Sort Code: 09-01-29. **Please inform by email when a payment has been made.**

All bookings must be submitted on the current booking form accompanied by correct payment. No places are reserved if the bookings are not submitted on this form or not accompanied by correct payment. **Please note that different fees apply for bars selling alcohol OR if your pitch exceeds the standard 3m x 3m size eg you may have a horsebox or vintage trailer. Please contact us before completing the form to confirm the relevant fee.** Suffolk Market Events reserves the right to refuse or cancel any booking without giving a reason.

DISHONOURD CHEQUES

If your bank refuses to honour a cheque that you have given as payment for a booking fee then an administration fee of £10 will be charged. This will be charged every time a cheque is returned and no exceptions are made.

YOUR COMMITMENT TO AN EVENT

Final event details will be sent out to all traders at least two weeks before the event. All traders must read these guidelines and be set up by the required time. Stalls cannot be broken down until 4pm. All gazebos must be in excellent, clean, weatherproof condition. Your gazebo must have adequate leg weights for all legs. Tables and chairs will be provided for stalls inside St Peter's Church only. You must remove all your rubbish at the end of the day.

ELECTRICITY

Please specify the total wattage of electricity you require at the event. Access to electricity costs £25 & there is a limit to the amount of equipment you can plug in. If you plug in more equipment than you state on this form, you will potentially damage the circuit and you will be charged for the damage. You must supply your own extension cables at all events where you require power. All electrical equipment must be in possession of a current PAT certificate which must be shown to the onsite electrician.

INSURANCE

Suffolk Market Events is not responsible for any loss, theft or damage to your property or stock at any of the events. All stallholders must carry adequate insurance and provide a copy of their PL Insurance with a minimum cover of £2million to Suffolk Market Events when submitting the booking form. Food producers must also provide their Hygiene Rating Certificate from the local authority when booking.

CANCELLATION

In the event of a cancellation of a fully accepted booking, then every endeavour will be made to re-let the space allocated; if it is possible to do so a refund will be made less a handling fee of £25. In the event we are unable to re-let then the applicant is liable for payment of the full amount. Events are subject to cancellation or rescheduling at the discretion of Suffolk Market Events. We reserve the right at any time and without prior warning to change the venue, date or time of the event. If the event does go ahead with changes made, and you are unable to attend, no refund will be given and Suffolk Market Events will not be liable for any additional loss or damage resulting from such changes. If the event is *cancelled in its entirety*, due to circumstances beyond our control including extreme weather then we shall have no liability for losses or costs which you may incur due to such cancellation but we shall refund 50% of your booking payment. We may change the terms upon which we make events available from time to time without notice to you and any subsequent booking requests you may make will be subject to those changes.

ACCIDENTS

Dedicated event first aid cover will be provided between 9am and 4pm on the day of the event (10th June 2018).

AMPLIFIERS/TOUTING

The use of amplifiers/microphones is strictly prohibited. Trade is restricted to the area allocated and no touting allowed in public walkways.

ANIMALS

Animals other than disability aid dogs are prohibited in St. Peter's Church.

CAR PARKING/VEHICLE MOVEMENTS

All vehicles must be removed from the site by 9.30am unless specifically authorized by the organisers. Free car parking is available in all Sudbury town car parks on a Sunday. No vehicle will be allowed back on site before 4pm.

CONDUCT

All exhibitors are responsible for the good behaviour of any staff/agents involved in the exhibition. Any person whose behaviour is considered unreasonable by the organisers will be removed from the event.

CONSEQUENTIAL DAMAGE

The organisers cannot accept any responsibility for any damage or claim by exhibitors for injury to property or persons on their stand. Exhibitors are responsible for the safety of their displays and machinery/equipment must be safeguarded to the satisfaction of the safety officer.

DISPLAYS

All displays must be confined to the designated space given.

FOOD HYGIENE & LICENSING

All exhibitors are responsible for compliance with the statutory regulations and must be able to provide proof of registration with their local authority. A TENS licence for exhibitors selling/sampling alcohol inside St. Peter's Church will be applied for - please confirm in your risk assessment if you intend to offer alcohol, that you will be responsible and comply with the restrictions of supplying alcohol. If you wish to provide alcohol outside on Market Hill, this must be agreed with the organisers and you will have to obtain your own licence.

HEALTH & 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 that of all those working and attending the vicinity. Each exhibitor is responsible for conducting their own risk assessment before the event and ensuring that any temporary structures they use are erected in accordance with the manufacturer's recommendations.

PUBLIC ADDRESS SYSTEM/PHOTOGRAPHY

The PA system is for the use of the organisers only. Any announcement wishing to be made other than of an emergency nature must be pre-arranged with the organisers. Any photography undertaken by the organisers remains the property of Suffolk Market Events.

SECURITY

The organisers are not responsible 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 unattended at any time during the day. In the event of loss or damage please inform the organisers immediately.

Suffolk Market Events reserves the right to cancel bookings deemed not to comply fully with these terms and conditions.

Our Right to Vary these Terms and Conditions

We have the right to revise and amend these terms and conditions from time to time to reflect changes in technology, changes in payment methods, changes in relevant laws and regulatory requirements and changes in our system's capabilities.

This event is made available by Suffolk Market Events, Wyatts, Wyatts Lane, Little Cornard, Suffolk CO10 0NT
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www.suffolkmarketevents.co.uk