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|  **Ferne Christmas Fair** **Saturday 11th & Sunday 12th December**  **Stall Holder Booking Form** **Please return to** **claire@ferneanimalsanctuary.org** **or call 01460 65214 for any queries** |  |
| **Contact details (Please complete in BLOCK CAPITALS)** |
| Name of Company or Individual:  |
| Address:  | Postcode:  |
| Contact Name:   | Email:  |
| Phone:  | Mobile: |
| Website: | Facebook / Twitter: |
| **Booking details** |
| I would like to book:□ Indoor Pitch – Table and 1no Power Socket provided □ Outdoor Pitch – Your must provide your own stall**PLEASE INDICATE IF YOU WOULD LIKE TO ATTEND FOR THE WEEKEND OR JUST ONE DAY PLEASE**□ BOTH DAYS Saturday & Sunday (Stalls can remain in situe overnight) □ ONE DAY Saturday 11TH DECEMBER□ ONE DAY Sunday 12TH DECEMBER  |
| Brief description of business/products offered: |
| Do you require any special access or any additional requirements? |
| ONLY ONE VEHICLE PER EXHIBITIOR – PLEASE SPECIFY MAKE AND MODEL OF VEHICLE AND REGISTRATION NUMBER  |

**All stall holders must have their own Public Liability insurance cover, a copy of which must be provided with your booking form.** **Please return these to Emma Green:** Ferne Animal Sanctuary, Wambrook, Chard, Somerset, TA20 3DH or email claire@ferneanimalsanctuary.org

**I have read and understood the Trade Stand Terms and Conditions and hereby agree to abide by the terms and conditions.**

Signed:…………………………………… Print Name:…………………………………… Date:……..…….……………

**INFORMATION**

* All outdoor pitches measure 3m x 3m (with space between pitches for gazebo ropes) and are located **outside** by the Donations Shed in the Car Park or by the Visitor Centre Entrance. See the document “ Exhibitor Trade Information Pack” for more information about stand sizes and locations.
* All indoor pitches come with 1 table and 2 chairs. Plus access to 1no power socket.
* All stall holders must have their own Public Liability insurance cover, a copy of which must be provided with the booking form and payment. We are unable to process a booking without the insurance details. Also all stall holders must provide us with a copy of their risk assessment prior to the event.

**Stall Holder Terms and Conditions**

1. Pitches are booked on a first come, first served basis and Ferne reserves the right to reject any application.
2. Ferne reserves the right to refuse any application without reason, to refuse admission, or to remove from the site any exhibit which they consider unsuitable.
3. The Christmas Fair will open at 10am and the Event will finish at 4pm on Saturday and Sunday. Stall holders may gain access to their pitch from 8.00am. All stalls should be set-up by 10am and vehicles moved to the Stall Holders car park.
4. No stalls should be dismantled until the event finishes at 4pm. Pitches should be cleared by 5.30pm. Stall holders are responsible for clearing all litter associated with their stand.
5. All stalls that are situated outside where tents and gazebos are used, these must be securely anchored. Electricity cannot be supplied.
6. The allocation of sites and positioning of space will be entirely at the discretion of Ferne.
7. Space allocated is for the sole use of the applicant. No stall holder is permitted to sublet a stand, or permit anyone else to use any part of the stand, without prior agreement with Ferne.
8. An adverse weather plan is in place in the event of high winds and/or heavy rain, where inside space will be made available where possible. If weather is too poor for outdoor stands, we will try to accommodate stalls indoors in the Visitor Centre. Weather forecast will be checked 3 days prior to the event, then on the night before the event so that we can prepare for adverse weather and respond accordingly.
9. In the event of abandonment or cancellation of the show, Ferne will not be liable for any costs incurred by the stall holder.
10. All stall holders must have Public Liability insurance cover. Public Liability cover provides protection for claims made by visitors to the area of a stall.
11. All stall holders must complete a Risk Assessment.
12. Stall holders are responsible for conforming with Health & Safety Act requirements. All stall holders are responsible for ensuring safe work practices are followed by themselves and anyone on their stall.
13. Ferne Animal Sanctuary accept no responsibility whatsoever for any theft/damage to stands or their associated exhibits, we recommend stall holders take out adequate third party insurance.
14. Product liability is the responsibility of the stall holder. Stalls must be erected safely and not present any risks or danger to any visitors or staff members.
15. Dogs must be kept under control and on a short lead at all times. Owners are responsible for any fouling that occurs and are expected to clean up after their pets. Dogs **should not** be left unattended or in a vehicle.

**For further information contact Claire Hottinger on 01460 65214 or email** **claire@ferneanimalsanctuary.org**