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|  **Ferne Spring Fayre 2023** **1st/2nd April 2023** **Stall Holder Booking Form** |  |

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| **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:□ Conference room (inside). 1 table and 2 chairs for 1 day @ £18 (please indicate whether you would like 1 or 2 tables and which day you will be attending).□ Conference room (inside). 1 table and 2 chairs for 2 days @ £30 (please indicate whether you would like 1 or 2 tables).□ Marquee (outside) 1 day @ £10 (please indicate whether you can bring your own table or if we can accommodate and which day you will be attending).□ Marquee (outside) 2 days @ £15 (please indicate whether you can bring your own table or if we can accommodate). |
| Brief description of business/products offered: |
| Do you require any special access or any additional requirements? e.g. Power Socket needed? |
| **Payment details** |
| I intend to pay by:□ Cheque payable to Ferne Animal Sanctuary.□ Credit/Debit Card – please ring 01460 65214 with card details (Extension: Visitor Services). The deadline for payment is the: **24th March 2023.** |

**All stall holders must have their own Public Liability insurance cover, a copy of which must be provided with your booking form and payment.** **Please return these to the fundraising team:** Ferne Animal Sanctuary, Wambrook, Chard, Somerset, TA20 3DH or email activities@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 indoor pitches come with 1 table and 2 chairs. The fee paid is for space only.
* 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.

**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.

1. 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.
2. Registration for the Spring Fayre will begin at 10am and will finish at 4pm on Saturday and Sunday. Stall holders may gain access to their pitch from 8.30am. All stalls should be set-up by 10am and vehicles moved to the Stall Holders car park.
3. We have a limited number of pitches with parking, please indicate on the booking form if this is required.
4. No stalls should be dismantled until the event finishes at 4pm. Pitches should be cleared by 5.00pm. Stall holders are responsible for clearing all litter associated with their stand.
5. The fee paid is for space only. For stalls situated outside, tents and gazebos 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. **Booking fees are non-refundable, should a stall holder cancel the space reserved for them for any reason all fees paid shall be forfeited and Ferne reserves the right to re-let the space.**
9. 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. Should a stall holder refuse the alternative inside space, all fees paid shall be forfeited. Weather forecast will be checked 3 days prior to the event, then on the night before the event so that we can prepare accordingly.
10. In the event of abandonment or cancellation of the show, Ferne will make refunds of the booking fee at its discretion. Ferne will not be liable for any costs incurred by the stall holder.
11. **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.**
12. All stall holders must complete the Risk Assessment.
13. 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.
14. 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.
15. 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.
16. 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 our fundraising team on 01460 65214 or email** **activities@ferneanimalsanctuary.org**