**WIDECOMBE FAIR Tuesday 10th September 2019**

Co-ordinator: Barbara Low (for Widecombe Fair Committee Co Ltd) Address: 22 Pottery Road, Bovey Tracey, Newton Abbot, Devon TQ13 9DS. Email: below@btinternet.com Tel: 01626 834057

**(The form below applies to TRADE STANDS ONLY, not caterers)**

 ***No trade stands are to sell food or drink for consumption on the Fair Field, unless they are a registered CATERER with Widecombe Fair. For further details of this, and an application form, please use the email link on the Widecombe Fair website*** [***www.widecombefair.com***](http://www.widecombefair.com/) ***or contact Simon Butcher:*** ***corndonfarm@btinternet.com******.***

**Would you like a trade stand at Widecombe Fair on Tuesday 10th September 2019?**

**We are now able to offer trading on both fields and in the village – please state your preferred site on the form below and we will do our best to accommodate you.**

The booking form below shows details of our rates & site sizes. Spaces are limited & there is usually much demand, so book NOW to avoid disappointment. Please complete the form as indicated, including details of your public liability insurance, and return it a.s.a.p. to the above address, together with your payment. NOTE: Although receipt of your completed application & payment does not guarantee a space, we will let you know as soon as possible whether or not we can accommodate you. If we are unable to offer you a space, your payment will be refunded in full.

**The deadline for applications is: WEDNESDAY 10th JULY 2019**

**WIDECOMBE FAIR 2019 Trade Stand Booking Form**. To apply for a stand space, please complete the form plus details overleaf & return it, together with your cheque made payable to Widecombe Fair Committee Co. Ltd., to the above address.

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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised Signature on behalf of the company/business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NATURE of the BUSINESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PREFERRED SITING: (Please tick one) VILLAGE FAIR FIELD**

Two standard sizes are available, Single - 3 metres wide (linear frontage) by 6 metres deep, Double - 6 metres wide (linear frontage) by 6 metres deep. Reserved parking for 1 vehicle per company is sited in a small field adjacent to the Fair Field. Additional vehicles can be accommodated in the adjacent Great Close car park, on payment of the appropriate parking fee on the day. If it is essential for a vehicle to be parked next to your stand e.g. to support a canopy, the depth of the site will still be 6 metres including that vehicle. The width can be increased at a charge of £22 per additional metre of linear frontage. Part metres are charged in full. If you need this facility please check the box below and state additional linear width required (in metres).

Single space (3m x 6m deep) £65 Double space (6m x 6m deep) £120

Additional linear metre frontage @ £22 per metre. Number of metres required

**TOTAL: I enclose my cheque (made payable to Widecombe Fair Committee Co Ltd) for £ \_\_\_\_\_\_\_\_\_**

**WIDECOMBE FAIR 2019 Trade Stand Booking Form continued**

It would be much appreciated if you could provide details and/or a sketch in the box below, showing how you plan to occupy or use your space.

**There is also a requirement that details include any hazardous or combustible materials that are to be either in use or for sale on any trade stand or any contractor’s or exhibitor’s site or area of operation.**

**INSURANCE DETAILS**

**Please complete the following declaration without which stall space will not be allocated.**

I declare that any exhibit and the personnel involved are covered by a current public liability policy with:

Name of Insurance Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Trade Stands / Exhibits Terms and Conditions**

***Background and General***

1. We are sure you will share our concern for the safety of all exhibitors, trade stands,

contractors, concessions, volunteers and particularly the general public.

2. In the event of any accidents involving anyone attending the Fair, either on or in the

vicinity of your pitch, please could we ask you to ensure that the occurrence is recorded in the Accident Book which is held in the Committee Tent.

3. In the event of an emergency incident arising on Fair Day please be aware that the response will be coordinated by Fair Committee personnel in the Committee Tent.

4. Please bring a copy of your current Public Liability Insurance certificate.

5. Please ensure a documented Risk Assessment (including fire risks), covering the operation

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of your stall / exhibit, is in existence before Fair Day.

6. If your stand / exhibit includes the storage of hazardous or flammable materials please advise the Fair Committee on your completed Application Form. In this event you will be required to bring appropriate fire fighting equipment with you on Fair Day.

***Trade Stand Pitches***

7. On Fair Day your pitch will be pegged out prior to your arrival and your allocated pitch

number will correspond to the position shown on a field plan that will be sent to you by post.

8. Keep within the stall space requested/allotted; this includes guy ropes. **Please note that**

**this year the stalls will again be back to back, therefore if it is necessary for your vehicle to be behind your stall, please would you allow for this when setting up.**

9. There is no space between stalls and no right of way to any one pitch through another.

***Trade Stand / (Exhibitors) Parking***

10. Any vehicles which are not an essential or functional feature of a stand/exhibit must be moved/parked up **NO LATER THAN 9.00.AM** on Fair Day. There is parking for one vehicle provided/reserved, for each trade stand/exhibit, in a field next to the Fairfield\*, which is nearby but not immediately adjacent to your pitch. Please park nose or tail on to the hedge, but not lengthways. Additional vehicles can be parked in the adjacent Great Close car park on payment of the appropriate car parking fee on the day. The Fair Committee does not accept responsibility for parked vehicles.

Note: \* indicates that if this parking becomes full then the permit parking will be provided in Great Close car park.

11. You will receive a single parking permit. Please display that vehicle parking permit on your windscreen when you arrive at the Fairfield. This will enable stewards to identify you and get you onto the field as quickly as possible. The parking permit must be displayed in the vehicle windscreen when parked in the reserved parking area.

***Trade Stand Set-up***

12. Setting up can be carried out either Monday 9th September between 2.00pm and

9.00pm or on Tuesday 10th September (Fair Day) between 7.30am and 9.00am. Property left overnight is the responsibility of the stall / exhibit holder.

13. Arrangements should be made in advance with the Stalls Steward if early access is required if either (a) your stall is built on a trailer (this will be arranged for Monday morning 9th September) or (b) you are using a contractor to erect on your behalf, in which case arrangements will be made for either Friday 6th, Saturday 7th, or the morning of Monday 9th September. Property left overnight is the responsibility of the stall holder. Further details will be provided when confirmation of your space is sent to you.

14. Please note that the grass surface of the Fairfield has a 1:10 gradient which could cause

problems if wet.

***Fair Day***

15. On Fair Day all stalls / exhibits must be up and running by 9.30am and remain so until

5.00pm. **It is imperative that all stall holders remove their own rubbish when clearing up at the end of the day. Vehicles will only be allowed to move / pick up on the Fairfield on Fair Day between 6.00pm and 8.00pm. Please be careful not to endanger or inconvenience others.**

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***Trade Stands Removal***

16. All stalls, including their rubbish, must depart the Fairfield NO LATER THAN 5.30 PM on

Tuesday 10th September. Property left on the Fairfield is at all times the responsibility of the stall / exhibit holder.

***General***

17. The Fair Committee take no responsibility for loss of stall holder /exhibitors profits, or the

return of pitch fees, in the event that the 2019 Fair is cancelled because of severe weather conditions, or for any other similar reason.

18. Communications concerning trade stand bookings should be directed to Widecombe Fair

Committee Co Ltd, at the following address:

Co-ordinator: Barbara Low (for Widecombe Fair Committee Co Ltd)

Address: 22 Pottery Road, Bovey Tracey, Newton Abbot, TQ13 9DS

Email: below@btinternet.com Tel: 01626 834057