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| **North Berwick Highland Games** | OFFICIAL USE ONLYStand No |
| **Saturday 10th August 2019** |
| Stall Holder Application | **PLI** |
|  | Risk Assessment |
| **Closing Date for Applications: 25th May 2019** |
| All stalls must have public liability insurance valid for date of event and a have completed risk assessment. No exceptions | Vehicle Pass |

**IF YOU WISH TO APPLY FOR SPACE TO SELL FOOD AND/OR DRINKS OR FOR RIDES OR AMUSEMENTS, PLEASE CONTACT THE ORGANISERS IN THE FIRST INSTANCE at** **nbhg@btconnect.com**

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| Name of Company/ Organisation |  |
| Contact Name |  |
| Position |  |
| Address |  |
| Postcode |  |  |  |
| Daytime Telephone No. |  | Evening Telephone No |  |
| Mobile Tel Number (in case of late cancellation) |  |
| Website Address |  |
| Email Address  |  |
| Registered Charity Number |  |

**Description of Goods and Services**

Stalls will be selected in accordance with the Committee’s policy of encouraging quality exhibitors and goods. You are encouraged to supply any other material that you think appropriate such as a link to your website/ facebook page, photographs or brochures in support of your application. Your application will be accepted only when all required documentation and payment has been received.

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| **Please give a full description of the goods for sale and services available from your stand.**  |

**Space Applied For**

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|  | **Number of Stalls** | **Total Rental Cost** |
| Medium Stalls @ £70 rental each4m frontage x 6m depth |  |  |
| Large Stall @ £85 rental each6m frontage x 6m depth |  |  |
| Charity Stall@ £40 rental. Only 6 Stalls available 4m frontage x 6m depth |  |  |
| Craft Fair @ £506 foot trestle table |  |  |
| Special Showman’s SitePlease give Frontage and Depth Required in Meters | **Space Required**  |  |
| **Cheques to be made payable to: North Berwick Highland Games.****Payment in full must be made at the time of application.** |

Any ‘NO SHOW’ vendors on the day will be charged at full cost.

**Additional Information Required**

**Your application will not be considered without copies of the relevant insurance and certificates.** This is to give us time to obtain the appropriate Entertainment Certificate from the Local Authority thus, enabling the event to go ahead

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| Have you enclosed a valid copy of your Public Liability Insurance? Applications will not be successful without one | YES/NO | OFFICIAL USE ONLYDate Valid Until |
| Have you enclosed a copy of your Risk Assessment relevant to North Berwick Highland Games? Applications will not be successful without one. | YES/NO |  |
| Food Safety Certificates valid for event date if required | YES/NO |  |
| Engineer Inspection Forms valid for event date, if required | YES/NO |  |

**Please post completed forms to:**

**John Starr, NBHG, Ceanncasslagh, 1 The Mains Cottage, North Berwick,**

 **East Lothian, EH39 4EE, Telephone:- 07788891956**

**I/we confirm we will comply with the attached Terms and Conditions.**

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| Print Name: | Signed: | Date: |

**Terms and Conditions**

1. In order to be valid, your application must include a signed and dated application form.
2. Post dated cheques to July 1st covering payment in full will be accepted.
3. If you are a charity applying for a reduction in the stall fee, your application will only be valid on receipt of the negotiated payment. Charities may apply for a Medium Stall for a reduced cost of £40, provided they supply their Registered Charity Number. No charity is allowed to circulate on the day collecting cash.
4. If any cheques which you issue do not clear on first presentation at our bank, or any amount you owe is not paid promptly and in full, we reserve the right to terminate any contract between us and refuse you entry to the site. You will not be entitled to any refund of amounts already paid. Any bank charges incurred due to the receipt of unpaid cheques will be required to be met by the applicant.
5. It is assumed you will be responsible for the erection of your own structure and the supply of tables and chairs. A table will be provided for each exhibitor in the Craft Marquee.
6. The North Berwick Highland Games Committee will decide which applications are successful. The Committee will try not to accept more than three of any type of stand selling the same products; an exception being, for example, jewellery stands where the products may be vastly varied. In doing so, we will have regard to such matters as:
	1. pricing structure
	2. ability to fulfil the terms of the application
	3. financial status
	4. quality of expected goods and services offered
	5. diversity of the overall provision at the games.
7. You must observe traffic and other regulations imposed by The North Berwick Highland Games or its agents, and you must refrain from damaging the fabric of the Games site.
NO BARBECUES or OVERNIGHT CAMPING - You will be liable for any such damage caused.
8. The North Berwick Highland Games takes no responsibility for damage to or loss of your property while at or in transit to/from the Games site. We cannot provide secure storage space for stallholders. If you are bringing valuables onto the site, we recommend that you take out adequate insurance cover.
9. You must not sell or allow to be sold from your stall any alcohol or food (confectionery is permitted but not ice cream). This does not apply to local produce e.g. cheeses, jams etc. Any such produce to be pre-wrapped.
10. You must ensure that all units licensed by yourselves comply with all relevant health and safety, environmental health and other regulations stipulated by The North Berwick Highland Games and/or the relevant licensing authority. Special attention should be given to electrical power generating equipment which must comply with Health and Safety guidelines. The North Berwick Highland Games can accept no responsibility for any equipment supplied by the applicant, their agents, or licensees which is faulty, non certified or does not comply with local or national statutes, or voluntary instruments.
11. Any electrical equipment brought on site must be safe and certified. If found to be faulty on the day, it will not be permitted.
12. There will be no refund or adjustment of the pre-paid amount due to inclement weather and/or last minute cancellation of Games.
13. In the event of you cancelling your application, no refund will be given.
14. You and your staff on the day must obey all directions given by The North Berwick Highland Games officials and stewards at the event. Abusive behaviour or non-compliance with any such directions will be sufficient reason for ejection from the festival site without compensation.
15. All stallholders must be on site and have completed the preparation of their stand by 9am on the day of the Games. There will be a strict vehicle moratorium on the site from 9am to 6pm. No vehicles will be allowed to move on or off site during these times. Any unauthorised movement will render the stallholder unable to return to the games at any time, on the day or in future years.
16. The North Berwick Highland Games reserves its right to assign all or part of its rights under its agreement with stallholders. Stallholders may only do so with the express written consent of The North Berwick Highland Games.
17. All stallholders are required by law to hold valid and up to date Public Liability Insurance of minimum £5 Million to insure against injury or damage to any party caused by the stallholder having a stall on site. North Berwick Highland Games insurers will not cover ANY stallholder’s responsibility. The stallholders insurance (valid on date of event) should be copied to us prior to the event.
18. No live animals or fish will be permitted on the site to be offered for prizes or for use as an inducement to purchase any article.
19. If your stall is of a “fairground type” you must have public liability insurance and a current engineer’s inspection certificate for any mechanical equipment. This should be copied to us at the time of application.
20. Failure to comply with these rules or other instructions from North Berwick Highland Games or its agents will result in ejection from the site.
21. Refuse sacks will be supplied to each stallholder to dispose of refuse on the day. This will be collected at the end of day. Any refuse not bagged may not be collected and you may be charged for uplift by the contractors. Recycling bins for glass, plastic, metal bottles are available on site. The Stallholder must supply other appropriate cleansing materials, and be responsible for keeping your own area and surroundings clean and tidy. Any damage to the site may incur a refusal for all future applications to attend the North Berwick Highland Games.
22. No trader is permitted to set up their stand anywhere other than in the official space allocated by the Committee.
23. There will be a designated front line which must not be breached by any part of a stand or display of goods. Stands must remain within the space paid for and marked out.
24. Each trader must clearly display their name, address and telephone number.
25. Only goods indicated on the application form and permit may be sold – **PLEASE NOTE**: no bottle stalls are permitted.
26. Any person carrying on a business as a dealer in antiques or second hand goods requires a second hand dealer’s licence.
27. **ALL TRADE STAND HOLDERS MUST HAVE A FIRE EXTINGUISHER ON THEIR STAND**
28. All tents, gazebos, awnings etc. to be used **must** be fire retardant.
29. Note each stallholder will be issued 2 passes in advance which must be handed in at the designated window at the Ticket Sales portocabin in exchange for wristbands. Whilst wristbands may not be necessary for those arriving by 9 a.m. entry thereafter will be by displaying a wristband or by payment of entry fee to the park. If exchanging places with another helper the wristband must be exchanged at the Ticket Sales portocabin. It will be up to the stallholder to arrange meeting times for this exchange to take place.
30. **The following terms and conditions relate to “fairground” type attractions i.e.mechanical rides and stalls.**
	1. No stalls, rides or attractions shall be set up on site before 6pm on the Friday 10th August 2019, before the Games.
	2. Whilst efforts will be made to locate stalls and rides in locations of the stallholder(s) choice, no stallholder should assume any rights to a particular pitch.