

# APPLICATION FORM

## Ipswich Music Day 2024

12pm-8pm Sunday 7th July 2024 at Christchurch Park Ipswich

### 1. DETAILS

Contact Name:

Trading Name:

Address:

Telephone:

Mobile:

Email:

Website/Social Media:

### 2. PITCH SELECTION

Pitch (gazebo must be commercial grade quality)

3x3m Pitch £80 + VAT (Food/drink must be packaged for consumption off-site)

3x6m Pitch £130 + VAT (Food/drink must be packaged for consumption off-site)

Vehicle Registration

(You will be sent a parking permit, unique to your vehicle (limited to one per stall) to park at this event.)

### 3. PRODUCTS

Please provide details of what you will be selling and if these are made by yourself or a third party. We aim to have a wide variety of stallholders at each market so only accept bookings of a small number of similar products. Please note we do not offer category exclusivity.

# APPLICATION FORM

## Ipswich Music Day 2024

12pm-8pm Sunday 7th July 2024 at Christchurch Park Ipswich

### 4. SUPPORTING DOCUMENTS & PAYMENT

In order to process your application please confirm you have attached the following:

Public Liability Insurance (min 5million)      Picture of Set-Up/Products      Risk Assessment

For catering pitch please also include:

Food Hygiene Documents

If your application is successful, we will send an invoice for your full pitch fee to be paid via Bank Transfer. Your booking is confirmed upon payment of this invoice.

### 5. AGREEMENT

By submitting this application form you acknowledge that you have read and understood the Terms & Conditions of Booking and agree to abide by them.

Name:

Signature:

Date:

Please Tick

In addition to the terms and conditions of booking I acknowledge that Traders will be unable to drive on-site to pack away until after 8.30pm at the earliest and must wait for Event Control to allow vehicle movements.

# APPLICATION FORM

## Ipswich Music Day 2024

12pm-8pm Sunday 7th July 2024 at Christchurch Park Ipswich

### TERMS & CONDITIONS OF BOOKING

#### All traders:

1. Due to the market taking place in an open public space we will have a strict window for supervised vehicle movements, after which Traders will not be permitted to drive within the market area.
2. Vehicles entering the site are not to exceed 5 mph and must display hazard lights whenever moving. Please drive carefully and pay attention for park users.
3. Traders must be set up and ready to trade by the advertised start time of the market and must stay for the duration of the event and not start to pack away until the advertised end time.
4. Traders must not move any vehicles at the end of the event until instructed by market management.
5. Gazebos must be commercial grade and fit for purpose. They must be suitably weighted, pinned and tethered to ensure safety at all times.
6. Traders are responsible for clearing away and removing all of their own rubbish at the end of the market.
7. Traders are required to ensure that their stall is set up in an attractive manner and that all products sold are of good quality.
8. All boxes etc. must be out of sight or stored in your vehicle by the start of the market.
9. All traders are required to hold Public Liability Insurance, detailing that it covers mobile trading. Proof of this will be required.
10. Any electrical equipment used must have a valid PAT test certificate.
11. Petrol generators are not permitted.
12. All traders must supply a Risk Assessment detailing any risks identified along with controls.
13. Traders are required to park in the area designated by Management.
14. Traders must not block walkways, exits or encroach on other stallholders' space and agree to move any items that Prestige County Events deem to be placed inappropriately.
15. All booking fees must be paid in advance.
16. Fees not being paid on time could result in your space being reallocated with any money already paid being forfeited.
17. Cancellations must be made in writing and any fee already paid will be forfeited. If you cancel less than 30 days before the event the full fee will be payable.
18. Prestige County Events will do everything in our power to increase

your chance of having a successful market, however cannot guarantee visitor numbers or sales levels. All events will be promoted by a targeted advertising campaign, and we limit the amount of duplicate products offered by stallholders but cannot guarantee exclusivity.

19. Prestige County events cannot be held accountable for damage or theft of your stock or possessions. It is recommended that you hold adequate insurance to cover all risks.
20. Prestige County Events cannot be held accountable for anything beyond our control including but not limited to; loss or interruption of power or services, poor phone signal, poor weather conditions, road closures affecting accessibility to the event and advertisements failing to appear. If the event has to be cancelled for any reason no refund of any payment received will be forthcoming and Prestige County Events will not be liable for any losses sustained.

#### Food/Drink Vendor specific:

21. Any stallholder supplying food or drink must be registered with their local council and hold a 4 or 5 star hygiene rating. Proof of this will be required.
22. Proof of food handling training must be supplied with dates.
23. Appropriate sanitation provisions must be in place in accordance with The Purple Guide HSG154.
24. Any gas appliances used must have valid certification.
25. Fire risk must be included in your risk assessment if using appliances for cooking and if you work from a vehicle then this should also be included in your risk assessment.
26. No single use plastics are to be used.
27. Anyone selling alcohol must use alcohol guidance such as Challenge 25 signage and keep a refusal log.
28. If supplying food for consumption on site you must provide a bin for public use & take away waste with you at the end of the event.

Please email your completed application and all requested documents  
to [team@county-events.co.uk](mailto:team@county-events.co.uk)