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| Carnival Logo White Charlie.png | **Holly Jolly Christmas Skegness****Saturday 26th & Sunday 27th November 2022**Christmas Market Stall Application |

**All market stalls must submit an Application Form, Public Liability and completed Risk Assessment**

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| **Stall Holder Contact Information** |
| Name of Entry / Business |  |
| Contact Name(Name of person responsible on the day) |  |
| Contact Address |  |
| Postcode |  |
| Email Address |  |
| Telephone Number |  |
| Mobile Number(For person responsible on the day) |  |

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| **Stall Description** |
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| **Market Stall Cost** | Quantity | Total Cost |
| Market Stall - £80We provide the market stall for you. Approx. 8ft x 4ft with cover. |  |  |
| Gazebo Space - £70Space allocated – bring your own gazeboApprox. 10ft |  |  |

Price of market stall and/or space is for the Saturday and Sunday, both days must be attended.

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| **Insurance Information** |
| Name of Insurer |  |
| Public/Employee Liability Policy Number |  |

Please note: All traders must have public liability appropriate to their business with a minimum of £5Million. If you sell consumables, you are also required to hold a five star Food Hygiene rating. It is the responsibility of all traders to ensure they have all relevant and necessary legislation and documentation in place. COPIES OF ALL CERTIFICATIONS MUST BE SUPPLIED.

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| **Agreement and Signature**By signing or adding your name digitally you agree to our t&c’s |
| Name |  |
| Signature |  |
| Date |  |

**Please send your completed form via email to** **info@skegnesscarnival.com**

If you're selected, we will send out an official site offer and details of the fee payable for your stall as well as information on how you can pay for your stall.

**FOR OFFICE USE ONLY**

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| **INSURANCE** | **RISK ASSESSMENT** | **HYGIENE RATING** | **PAYMENT METHOD** | **INVOICE NO.** |
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**Terms and Conditions**

PLEASE READ TERMS AND CONDITIONS BEFORE PROCEEDING - Please ensure you enter the correct email when booking so confirmation can be sent to you.

SUBMITTING AN APPLICATION FORM DOES NOT GUARANTEE YOU A STALL. IF YOUR APPLICATION IS APPROVED YOU WILL RECEIVE A BOOKING CONFIRMATION EMAIL

The Carnival Committee Members and Organisers accept no responsibility for loss, injury or accidental damage to persons or property, however caused. Skegness Carnival reserve the right to alter, amend or cancel any event.

**STALL PRICING**

Stall Cost - £80 (We provide for you)

A covered stall (approx. 8ft x 4ft) is provided with each pitch

Space (Gazebo) Cost - £70 (Space allocated - bring your own gazebo)
Price is for the Saturday and Sunday. Both days must be booked and attended.

If a Space or Gazebo is booked a 10ft space will be provided. You will need to supply your own Gazebo. If your Gazebo is bigger than the space provided you will need to book the appropriate amount of space next to each other.

For example if your gazebo is 12ft width you will need to book two spaces.
Space/Gazebo x2 = £100 for the weekend

Booking is not secured until full payment has been received.

**STALL LOCATION**

The exact stall location is not guaranteed.

    STALL 1 is at the top of Lumley Road (opposite Hildreds Centre)
    STALL 60 is at the bottom of Lumley Road (towards Harris Amusements)

Skegness Carnival reserve the right to alter stall locations should they see fit in order to create a better and fair event for all.

**STALL SET UP, BREAKDOWN & TRADE TIMES**

Arrival 8am (no admittance prior) Trade times: Saturday 26th November 2021 10am-8pm & Sunday 27th November 2020 10am-4pm.

All stall holders must be in position and set up by 9.30am on the day of the event.

It is mandatory that a safe area is maintained while stalls and equipment are being erected, therefore Stall Holder or Attraction will be allowed to set up until a member of the Carnival Committee and Safety Officer gives permission. If you have a valid reason to set up early then you must request this at the time of booking.

No breaking down of your stall must commence until the event has finished, unless instructed or authorised by a member of the Skegness Carnival Committee.

**VEHICLE MOVEMENT**

Once in position there is to be no vehicle movement throughout the duration of the event. No vehicles will be allowed to move off from the event site until after the event has finished.

One vehicle per stall is permitted to be parked behind your booked stall for this event.

**PUBLIC LIABILITY**

We require a copy of your current Public Liability Insurance – emailed to:  info@skegnesscarnival.com

Failure to supply Public Liability Insurance may result in the cancellation of your booking and refusal of entry to the Christmas Market.

**RISK ASSESSMENT**

We require a relevant risk assessment for your stall(s). Templates for this can be found on the Skegness Carnival website.

Failure to supply a risk assessment may result in the cancellation of your booking and refusal of entry to the Christmas Market.

**USE OF GENERATORS**

If generators are to be used, then a current Electrical Safety Certificate, an appropriate fire extinguisher and fire risk assessment form including your fire precautions must be provided.

Any fuel for generators to be in approved containers only.

GENERATORS NEED TO BE FENCED OFF FROM THE PUBLIC (ALL FENCING AND FIRE EQUIPMENT IS YOUR RESPONSIBILITY)

**HOME GROWN PRODUCE**

Please be aware that if you need are selling homemade or home grown produce or consumables you are required to be registered with ELDC Health Dept. Failure to do so may incur penalties i.e. fines etc.

Please send a copy of your certification to info@skegnesscarnival.com

**EVENT CANCELLATION**

Stall Holder Cancellation

Any booking cancelled at less than one month notice before the event, for whatever reason, will forfeit the total booking fee. Cancellations must be confirmed in writing. If you are not going to attend a booking that you have made you must let us know as soon as possible.

Organiser Cancellation

If in the reasonable opinion of the Organiser (or any third party) it is necessary to cancel the event for any of the reasons listed below, but not limited to, the Organiser will not be responsible for any loss of business, loss of profits, damage or expense of whatever nature that the exhibitor may suffer.

The reasons listed include, but are not limited to, such reasons as: casualty, explosion, fire, lightning, flood, snow, weather, epidemic, pandemic, earthquake or other event, acts of public enemies, riots or civil disturbances, strike, lockout or boycott, Government forced cancellation or other force majeure event.

Exhibitors are advised to take out appropriate insurance to cover all eventualities.

No refund of booking fee, stall cost or any other payment will be forthcoming. Should the Organiser see fit for any refund, these will be paid minus an administrative deduction to cover costs incurred.

Wherever possible the Organisers will always look to reschedule the event to a later date.

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