

Suffolk Market Events
 Wyatts, Wyatts Lane,
 Little Cornard
 Suffolk
 CO10 0NT
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2019 GREAT EAST SWIM BOOKING FORM



PLEASE ENTER YOUR DETAILS IN CAPITALS

NAME		TRADING NAME	
ADDRESS		TELEPHONE	
		MOBILE	
		E MAIL	
POSTCODE		WEBSITE	
FACEBOOK		TWITTER	

PRODUCT

Please give a full description of the products you will be selling. Your booking will be taken on the basis of the information you give here & you may not be able to sell something that you have not listed.

Event	Date	Pitch Fee	Power charge	Yes/No? Wattage?
THE GREAT EAST SWIM Alton Water, Holbrook Road, Stutton IP9 2RY	SATURDAY JUNE 22 nd	£65 plus 10% takings from hot food & drink concessions	None but please state if required incl. total wattage	

THIS EVENT IS OPEN TO FOOD & NON FOOD STALLS. ALL PRODUCTS MUST BE OF THE VERY HIGHEST STANDARD.

YOU MUST SUPPLY YOUR OWN 3M x 3M GAZEBO – IF YOU REQUIRE MORE SPACE, PLEASE CONTACT SUFFOLK MARKET EVENTS PRIOR TO BOOKING AND TO DISCUSS PRICING.

METHODS OF PAYMENT

BACs: Suffolk Market Events, HSBC, Sort Code 40 43 23 and Account 81447769.

Please advice by email when a payment is made.

Cheque payable to Suffolk Market Events & posted to the address at the top of page 1.

YOU AGREE – BY SUBMITTING THIS FORM

I have read & understood the Terms & Conditions of booking and I agree to abide unreservedly by them. Please sign and date, or if completing this form electronically, please enter your name below.

SUFFOLK MARKET EVENTS TERMS & CONDITIONS

Before you submit a booking for this event, please read these conditions and sign and date the box on page 1.

BOOKINGS

To secure a place at this event payment needs to be made at the time of booking. If you are eligible to pay 10% of takings, this will need to be paid within two weeks after the event.

Payment will be accepted by cash, cheque or BACs.

Cheques made payable to Suffolk Market Events and posted to the address at the top of page 1.

BACs are paid to Suffolk Market Events, HSBC, Sort Code 40 43 23, and Account number 81447769. **Please inform by email when a payment has been made.**

All bookings must be submitted on the current booking form accompanied by payment as indicated above. No places are reserved if the bookings are not submitted on this form or not accompanied by correct payment.

Suffolk Market Events reserves the right to refuse or cancel any booking without giving a reason.

DISHONOURD CHEQUES

If your bank refuses to honour a cheque that you have given as payment for a booking fee then an administration fee of £10 will be charged. This will be charged every time a cheque is returned and no exceptions are made.

YOUR COMMITMENT TO AN EVENT

Details about the event will be sent out to all traders at least two weeks before the event. All traders must read these guidelines, be set up by the required time and not break down a stall until the specified time.

All traders must provide a 3m x 3m gazebo that is in excellent, clean, weatherproof condition. Your gazebo must have adequate leg weights for all legs.

Pitch fees are based on 3m x 3m gazebos, if your pitch is larger than this then you must contact Suffolk Market Events before booking to discuss price.

All traders must provide their own table and chairs.

All rubbish MUST be removed by you.

ELECTRICITY

You must specify the total wattage of electricity you require at the event on the booking form.

You must supply your own extension cables at all events where you require power. All electrical equipment must be in possession of a current PAT certificate which must be shown to the onsite electrician.

INSURANCE

Suffolk Market Events is not responsible for any loss, theft or damage to your property or stock at this event. All stallholders must carry adequate insurance and provide a copy of their PL Insurance to Suffolk Market Events at the time of submitting the booking form. Food producers must also provide their Certificate of Premises inspection from the local authority at the time of booking.

CANCELLATION POLICY

Cancellation more than 4 weeks before the event: a full refund will be paid, *on the condition that Suffolk Market Events is able to find an appropriate replacement producer* to take the pitch. If no suitable replacement producer is available, then no refund will be given.

Cancellation less than 4 weeks before the event: no refund will be given.

Events are subject to cancellation or rescheduling at the discretion of Suffolk Market Events and/or the organisation responsible for the whole event. **Due to the nature of this event, extremely high standards of health and safety are in place and if the weather conditions are not safe then the event will be rescheduled to take place on Sunday June 23rd and we ask that all traders try to ensure that they are available on this day if required. If the event does go ahead with changes made, and you are unable to attend, no refund will be given and Suffolk Market Events will not be liable for any additional loss or damage resulting from such changes.**

If the event is cancelled in its entirety, due to circumstances beyond our control including extreme weather or blue/ green algae, then we shall have no liability for losses or costs which you may incur due to such cancellation but we shall refund 50% of your booking payment. We may change the terms upon which we make events available from time to time without notice to you and any subsequent booking requests you may make will be subject to those changes.

Please ensure you have signed and dated the box on Page 1 as acceptance of these Event Booking Terms and Conditions.

Suffolk Market Events reserves the right to cancel bookings deemed not to comply fully with these terms and conditions.

Our Right to Vary these Terms and Conditions

We have the right to revise and amend these terms and conditions from time to time to reflect changes in technology, changes in payment methods, changes in relevant laws and regulatory requirements and changes in our system's capabilities.

This event is made available by Suffolk Market Events, Wyatts, Wyatts Lane, Little Cornard, Suffolk, CO10 0NT.