

# CUMBRIA EASTER RALLY

## 20th – 21st April 2019 Stall trading & Display applications

Please return completed and signed forms to Easter Rally, c/o 22 Market Street, Kirkby Stephen, Cumbria CA17 4QT no later than 8 March 2019 – pitches will be allocated on a first come first served basis so may have been allocated by 8 March 2019. Instructions and directions will be sent just in time for the Rally. Please contact [contact@cumbriaeasterrally.com](mailto:contact@cumbriaeasterrally.com) or 07769 949788 for further information

Your Business/Trading Name	
Name of Owner of Business	
Person responsible onsite	
Company/Business Address	
Company Registered Number if applicable	
Telephone Number	
Mobile number	
Email address	
Website address	
Facebook address	
Twitter address	
Instagram Profile	
What goods do you trade in? (Please include sample items and price points. If you are providing display only and not selling, please describe).	
Do you trade in a van or on a stall? Do you have your own stall? Please advise size of stall or van. Please send images.	
How long will it take you to set up and take down your pitch	
DECLARATION I have read and agree to the fee and conditions of entry below and declare that the information provided by me is correct.	
SIGNED	DATE

### CONDITIONS OF ENTRY

- The terms of trading have been in place for several years now and there is no change this year.
- Stallholders are required to trade / promote on both days of the event.
- The stall fee for commercial stalls in Kirkby Stephen Market Square is £30 a day for 2 days for 3mx3m. The cost of a 3mx3m "food and drink consumed on site" stall is £45/day to cover the additional EH admin costs. Any additional space will be charged at £5 per day for each additional 1m<sup>2</sup>. In Grand Prix and the Auction Mart, the stall fee for commercial stalls is £30 a day for 2 days and the cost of a "food and drink consumed on site" is £45/day to cover the additional EH admin costs - with stall sizes to be agreed with the event organiser depending on space. All fees exclude VAT which will be levied on invoice.
- Exhibitor displays are free subject to space – please complete this form to apply.
- The stall fee for charity stalls is £15 a day for 2 days for a 3m x 3m pitch. All fees exclude VAT which will be levied on invoice.
- Once your entry has been confirmed your fee must be received within 14 days or by 8 March 2019 whichever is the earliest. Regrettably, no rebates or compensation will be given to stallholders as a result of adverse weather conditions or any reason for cancellation
- The event organisers cannot accept responsibility for the level of trading during the day nor for any economic loss.
- The event organisers will be responsible for obtaining the necessary Council licence for all stalls but stallholders must comply with local and statutory regulations.
- The Council agreement does not include live music or the sale of alcohol. Any stallholders wishing to do either activity MUST have written permission from the event organisers and will be required to pay any additional Council charges.
- Trading hours are 10:00-17:00 and stallholders are requested to be ready to start trading on time and required to trade throughout unless agreed in advance with the event organiser / marshal.
- Any stalls left overnight are left at their own risk. No security is provided. Stalls on Market Square must be dismantled at day's end and re-erected the following day.
- No loading or storage vehicles are permitted on Kirkby Stephen Market Square. Any vehicles parked in the area will be parked at their owner's own cost and risk.

13. Stallholders must ensure that their stalls and merchandise are kept within the agreed trading area and are secure so that they do not cause hazard in any way to members of the public. Stall merchandise must be as agreed with the organisers in advance and not be offensive or dangerous. Prices must be clearly marked.
14. Stallholders are required to have public liability and employer liability insurance against personal injury, death and damage to or loss of property for a limit of indemnity not less than £1 million as required by Eden District Council. The event organisers will not be responsible should a stallholder fail to ensure that adequate insurance is in place.
15. The event organisers take no responsibility for, or liability for, any loss, damage, theft of stallholders property whilst at or in transit to or from the event site. Please note that the event location is a busy public area and the event organisers cannot be responsible for individual stall security. It is recommended that adequate insurance cover is taken out for goods or merchandise. No secure storage space will be provided. All goods or property left unattended will be at stallholder's own risk. Adequate insurance cover is strongly recommended.
16. Stallholders are required to co-operate fully with all event officials and will be given emergency and fire instructions prior to the event – these must be adhered to. Stallholders must bring working and certified fire extinguishers and at least one fire blanket
17. Each stallholder is responsible for keeping their stalls free from rubbish during trading and at the end of the day. Stallholders are required to remove from the site with them when they de-rig each day any substantial waste such as large boxes, packaging or bottles and any food waste and oil.
18. Stallholders hereby fully indemnify the organisers against all losses, and all actions, claims, proceedings, costs and damages and all legal costs or other expenses arising out of breach of these terms and conditions.
19. The event organisers reserves the right to capture audio, video and photographic media of the event, its stallholders and attendees and to use such media in promotions either for the event itself or for any other similar event now or in the future.
20. Stallholders selling food and drink must adhere to the Council's guidelines and terms in respect of food hygiene and safety (in particular in respect of providing hand washing facilities) and those guidelines are incorporated in these terms and conditions
21. There will be no power available for stalls unless otherwise agreed and you may not bring a generator on site as this will require additional licensing and permissions unless otherwise agreed. All liquid must be served in plastic cups. The regulations underline that glass must not be allowed to be served to the public.