



Overton Sheepfair
20th & 21st July 2024
Saturday Trading 10am-5pm, Sunday Trading 10am-4pm
Application for a Stall Pitch/Space

Saturday & Sunday

Saturday only

Sunday only

(Please tick/circle day/weekend as appropriate)

Section 1: Personal Details

Name of Company/Stallholder	Contact Name
Address	
Phone no:	Mobile no:
Email Address:	

Section 2: Description of Business

Briefly describe what you sell, the origins of the items (e.g. UK, Local, France, India, etc.) and, if appropriate to your business, state whether you deal with Fair Trade distributors. Please attach photos/ a brochure of your stall and stock.	
Will you be selling food? (Select appropriate answer). If 'yes' please send a copy of your latest food hygiene rating and certificate with your application.	NO
Describe your stall (e.g. Gazebo, purpose-built food preparation, etc.) and state dimensions (in metres)	YES
	Width (m) = Depth (m) =

Section 3: Special Requirements

Please describe any special requirements (please note that connection to site power and water is not available)		
Will you be bringing a generator? (Select appropriate answer). If 'yes' please send a copy of your latest test certificate with your application.	NO	
	YES	Petrol Diesel (Select as appropriate)

Section 4: Agreement

I/we have read and understood the terms & conditions and agree to abide by them.	
Signed:	Date:
FULLY COMPLETED AND <u>SIGNED</u> APPLICATION FORMS MAY BE SCANNED/PHOTOGRAPHED AND SUBMITTED TO: pitches@overtonsheepfair.co.uk	

Terms and Conditions

SUBMITTING AN APPLICATION IS NOT A GUARANTEE OF BEING ACCEPTED FOR A PITCH/SPACE.

These terms and conditions apply to all traders/stall holders. Strict compliance with them is a term and condition of the contract for the hire of a pitch/space at this event.

It is essential that all stallholders cooperate and play their part in ensuring that the Overton Sheepfair is enjoyable and safe for everyone. This includes complying with the commercial and administrative terms (especially regarding bookings and payment), the insurance terms, trading standards guidelines and the risk management and accident prevention terms.

Payment

DO NOT SEND PAYMENT WITH THIS APPLICATION.

Payment must be made within 14 days of receipt of being invoiced. Late or delayed payment may result in the pitch/space being offered to another trader.

ALL payments are due prior to the event, no traders will be permitted to trade unless a payment has been made.

Payment should be made via a direct bank transfer. Details will be provided on the invoice. If you require other methods of payment please email us for assistance at pitches@overtonsopeefair.co.uk.

REFUNDS WILL NOT BE MADE FOR CANCELLATIONS BY STALLHOLDERS.

Trading

Sub-contracting or sub-letting the pitch is strictly forbidden. Stallholders details should match those completed at the time of application.

The Overton Sheepfair Association ("Event Management") will not accept responsibility for the level of trading during the event or the numbers of attendees.

The Event Management retain the right to move or relocate stallholders due to operating conditions on the day.

Stallholders must supply an accurate description of the types of goods intended for sale. Any types that are not mentioned prior to the event may result in the trader being asked to leave the site, with no refund or compensation being made.

Stallholder will not engage in any false or misleading conduct including, but not limited to, selling counterfeit goods or the mislabelling of goods.

All stallholders must have the necessary licences, practicing certificates or permission to sell the goods they offer for sale.

All stallholders must provide the Event Management with a Fire Risk Assessment (copy to be found on our website) and a copy of their Public Liability Insurance (min. cover: £5million) at least 8 weeks before the event.

All food/drink stallholders must provide a fully completed Checklist for Food & Drink Traders (copy to be found on our website) at least 8 weeks before the event.

Anyone found to be breaking the terms will be asked to leave the site immediately and without compensation or refund.

Setting Up, Closing Down, Loading and Unloading

The Event Management is responsible for the allocation and position of pitches/spaces. These will be allocated fairly and in accordance with conditions at the venue on the day of the event.

Stallholders must operate strictly within the marked boundaries of the pitch/space. We need to know in advance if you wish to layout chairs and tables outside of these boundaries.

It is not permissible for stallholders to change the pitch position without consultation with Event Management.

The Overton Sheepfair Association will endeavour to prevent excessive duplication of products at the event but does not guarantee exclusivity. Where similar traders are present, with the exception of food traders, we will endeavour to ensure that these are in different areas as appropriate.

Stallholders must comply with all directions given to them by the Event Management during the event. Any direction given by the Event Management regarding risk management or accident prevention must be complied with strictly and immediately.

No vehicles are allowed onto the site during the trading hours. All vehicles must be removed from site at least 20 mins prior to the event and preferably before this time.

There is free offsite parking available approximately 550yds from the site for stallholders, after unloading on site. Free parking for blue badge holders is available adjacent to the site.

If you wish to pack up before the event has closed to the public, please note that you will not be allowed to drive any vehicles onto site until the all clear is given by the Event Management.

Note: The site reverts to a public highway after each day's event and so your stall must be fully dismantled and removed from the site each day, even if you are trading on both days from the same pitch position.

Cleaning Up

Before vacating the site, stallholders must remove all rubbish and ensure that their allocated space on site is left in the same condition that it was in before they set up their stall for the day.

Power

Connection to site power is not available.

On booking, you will be required to provide details of any generators being used. You must advise us of any changes to this prior to the event.

Water

Hose connection to site water is not available. Fresh drinking water is available throughout the event from the kitchens located in the community buildings within the site (Community Centre & St. Luke's Hall).

Toilets

All stallholders will have access to the facilities located in the community buildings within the site.

Documents Inspections

We require copies of the following at least 8 weeks prior to the event, as appropriate:

- Public Liability, Product Liability and Employer's Liability Insurances (min. cover: £5M, as required by B&DBC)
- Fire Risk Assessment
- Food Hygiene Certificate
- Food Hygiene Rating

- Checklist for Food & Drink Traders
- PAT Testing Certificate
- Gas Safety Certificate
- TENS Licence

Updated copies are to be sent if insurance/certificate renewal takes place between initial submission and the event.

During the event, stallholders must supply all necessary documentation at the time requested by the Event Management.

Where required by law, licences must be displayed at all times during the event.

Exclusion of the Event Management Liability

The stallholder acknowledges and agrees that the Event Management has not given any warranties or made any representations relating to the stallholder's occupation or use of pitch/space at the Overton Sheepfair other than as are specifically set out in these terms.

Stallholder/Overton Sheepfair Marketing

Stallholders should work with the Event Management to promote their presence at the event on social media and elsewhere if they wish to use Overton Sheepfair images and logos. Only Overton Sheepfair logos provided by the Event Management should be used.

Food Stallholder Extra Information

Food stallholders must rely on their own public liability insurance to include cover for claims arising from the sale of hot food or from food contamination.

Food stallholders acknowledge and agree that the Event Management is not liable for any worker's compensation claim by any of their staff.

In the storage, preparation, cooking and serving of food, food stallholders must comply strictly with all legal requirements.