

# ScrapStore

## HULL PLAY RESOURCE CENTRE

### ScrapStore Christmas Fair Stallholder Registration Form

*Please complete the details below:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please list the goods you wish to sell at the market.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list the names of the participants attending your stall

\_\_\_\_\_

Size of stall provided: 152cm x 76cm

**All stallholders are required to hold public liability insurance**

(Advice on PLI cover can be found here: <https://thecraftynetwork.wordpress.com/craft-fair-tips-advice/public-liability-insurance/> )

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

## Rules and General Information

1. Applications will be assessed on quality of goods offered, originality and how applicants comply with handmade craft ethos. We will acknowledge receipt of your application by telephone.
2. Applicants for stalls are requested to adhere to ScrapStore health and safety policy document - provided on the day of trading. Stalls will be inspected during the show to check the suitability of merchandise, in accordance with this statement.
3. All sales and display materials must be confined to the allotted exhibit space and must not obstruct or endanger the public or adjacent stalls.
4. The stall is completely free. Your completion of this document guarantees your place at the ScrapStore Christmas fair between 10am – 2pm on 25/11/2017. This will also include one hour set up time 9am – 10am and one hour clear up time 2pm – 3pm.
5. Stallholders will not be permitted to display goods, promotional materials or signage to their stalls anywhere within the show other than their allocated stall space. The organisers reserve the right to remove any such items.
6. Under no circumstances are stalls to be altered or handled by anyone other than the authorised person in this application.
7. Stallholders must clearly and prominently display their business name on their stall.
8. Courtesy and consideration is expected of all vendors throughout the show and cooperation and patience is particularly appreciated during loading and unloading.
9. Stall holders are responsible for their own merchandise. There will be patrols during the craft fair itself by ScrapStore staff to assist with security. ScrapStore is not responsible for any loss or damage.
10. Acceptance of an application represents an agreement that the show will provide space and the vendor will be there for the full four hours. Please make sure that your stall is attended between 10am and 2pm. All stalls must be set up by 9.50am and must not be dismantled until 2.10pm on the day of the event.
11. Sub-letting and/or sharing of stalls is not permitted without the approval of the ScrapStore.
12. Stallholders must have public liability insurance of at least £5 million, valid on the dates of the show. A copy of the insurance certificate must be submitted before the show, otherwise your stall allocation may be withdrawn. (Insurance renewal notices are not sufficient).
13. Stallholders must bring a risk assessment for their stall to the show. The organisers reserve the right to inspect these.

## Declaration

1.	I understand that my details may be supplied to other authorities as detailed below	<input type="checkbox"/>
	ScrapStore may, if requested, send the contact details and the dates of attendance to the Department of Inland Revenue, the Trading Standards Office and Environmental Health if and when requested.	
2.	My public liability insurance is valid and I will supply a copy of the policy to ScrapStore with this application.	<input type="checkbox"/>
3.	I will only sell the goods as detailed in my application and I will inform ScrapStore if I wish to change or add to the items being sold on my stall.	<input type="checkbox"/>
4.	I will ensure that no litter or debris from the stall is left behind on the site when I leave.	<input type="checkbox"/>
5.	I have read the 'Rules and General Information' and agree to abide by them.	<input type="checkbox"/>

Signed: \_\_\_\_\_

Please print name: \_\_\_\_\_

Date: \_\_\_\_\_

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Signed and read by Emma at ScrapStore