



## Application Form

### Malton Game & Seafood Fest, Saturday 10<sup>th</sup> September 2016

(organised by Malton CIC – a not-for-profit organisation)

*Before completing this form please read the Trading Terms and Conditions carefully*

*Make sure you save the form before sending it to [enquiries@welovemalton.co.uk](mailto:enquiries@welovemalton.co.uk)*

<b>Trader's Company / Organisation Name</b>		
<b>Trader/Contact</b>		First Name: _____ Surname: _____
<b>Address</b>		
Postcode: _____		
<b>Telephone and Email</b>		Work: _____ Mobile: _____
		Email: _____ Website: _____
<b>Food category (please mark most appropriate option(s))</b>		
Bakery products Dairy products and eggs Fruit Vegetables	Meat and meat products Fish and fish products Preserves Honey products	Confectionery Plants and herbs Drinks Other ( <i>specify</i> ) _____
<b>Description of stand and product(s) to be sold (<i>please be specific as you will only be able to sell what is stated on this form</i>)</b>		
_____		
_____		
<b>Are you selling hot food Y/N?</b> _____ <b>Method of Cooking</b> (Bottled gas/LPG, microwave, charcoal, electric hob, other – please specify) _____		
<b>Market Stalls – Location and Prices</b>		
Stall formats and costs for the <b>2016 Game and Seafood Fest</b> are shown below, please tick your preferred option:		
<b>Indoor stalls</b> will be located inside the Milton Rooms.		
<b>Outdoor stalls</b> will be located in front of the Milton Rooms or in the Market Courtyard adjacent to it.		
Sites will be allocated by the organisers based on the overall number and type of stalls. You will be notified of your stall location in the week prior to the event date.		
Indoor stall (inc 6' x 2.5' table) at £60		
Outdoor stall (3m x 3m gazebo inc table) at £55		
Your own stall or gazebo at £50      Size and type of stall (please attach a picture) _____		
Prices for extra/adjoining stalls available on application, please indicate if you require an extra pitch and how many _____		



### Streetfood Stalls – Location and Prices

Streetfood stalls will be located in front of the Milton Rooms; the site allocated will depending on the type and size of stall. Please tick your preferred option:

Your own stall / trailer at £75

Our stall (3m x 3m gazebo) at £80

### Streetfood Stall Details

Type (marquee, van etc) \_\_\_\_\_

Pitch frontage (including space for guy ropes, tow-bars, etc) \_\_\_\_\_

Pitch depth (including space for guy ropes, storage, etc) \_\_\_\_\_

**PLEASE NOTE THERE IS ONLY LIMITED TRADER PARKING ON SITE – ALL VEHICLES MUST BE REMOVED BY 8.30AM.**

### Electrical Power

Do you require electrical power? Yes / No

#### NO GENERATORS WILL BE ALLOWED ON SITE

The maximum loading is **3KW per power point**. Equipment exceeding this load will be unsuitable. Please state below the equipment you will use, e.g. fridge, microwave etc.

I require \_\_\_\_\_ (number) power points 8.30am to 4pm @ £10 each or \_\_\_\_\_

Equipment to be used (*please specify*) \_\_\_\_\_

Wattage/Power loading (*please specify*) \_\_\_\_\_

**N.B. Please ensure you bring any specific adaptors, sockets, extension leads etc that you need**

### Registration Details

I/We are registered under the name of: \_\_\_\_\_

with the following Local Authority (eg. Ryedale District Council) : \_\_\_\_\_

### Previous Events and Festivals

Please list Year/Event/Location

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Further Information

Please mention any additional information we may need to know here: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Deposits and Payments

A deposit of 25% is due to secure your position once your stall space has been confirmed; an invoice will be sent to you and must be paid within 14 days. All deposits and payments should be made by bank transfer to:

Account Name: Malton Amenity CIC Sort Code: 20-67-37 Account No: 93623505



## To apply

Please complete and return this form with all supporting documentation. If you do not provide all required information your application may not be accepted.

Supporting documentation required:

- All:
- Insurance cover details
  - Photograph(s) of stall
  - Food hygiene certificates (where applicable)
  - Safety certificates for any equipment (where applicable)
  - Proof of charity status, including charity registration number (where applicable)
- Streetfood Vendors:      Sample menu including prices

Forms should be returned via email to [stalls@welovemalton.co.uk](mailto:stalls@welovemalton.co.uk)

## What happens next?

- Your application will be assessed and we will respond to you as soon as possible.
- If your application is accepted, you will be advised and receive a confirmation invoice for a deposit of 25%, due within 14 days.
- Payment of this invoice confirms your acceptance of the Festival Terms and Conditions.
- **Traders who have not pre-paid will not be permitted to stand.**

Malton Game & Seafood Fest 2016, c/o 88 Old Maltongate, Malton, YO17 7EG  
Email: [enquiries@welovemalton.co.uk](mailto:enquiries@welovemalton.co.uk)

[www.maltonyorkshire.co.uk](http://www.maltonyorkshire.co.uk)



## Malton Game & Seafood Fest 2016 – Trading Terms and Conditions

### General

- 1.1 Stalls/pitches are non-transferable.
- 1.2 We reserve the right to amend the festival site plan at any time prior to the event date.
- 1.3 The Festival Organiser's decisions are final with regard to the festival formation and layout.
- 1.4 **Traders turning up on the day who have not prepaid will not be permitted to stand at the festival.**
- 1.5 The event is officially open for trading between: 9am to 4pm. Traders are required to stay for the full duration of the event and may only begin packing up after closing time.
- 1.6 Traders selling illegal, counterfeit or inappropriate goods will be removed from site and the relevant authorities informed.
- 1.7 Smoking is prohibited on site.
- 1.8 Refunds will not be given.
- 1.9 Traders who do not turn up to an event they have booked are not entitled to refunds and may jeopardise their applications to trade at future events.
- 1.10 The Organisers reserve the right to cancel this agreement at any time by giving notice in writing to the Trader at the address given on the application form whenever they are of the opinion that the continuance of the hiring would not be in the interests of the good and safe management of the site. This may be due factors such as adverse weather or any other circumstances beyond the organisers' control.
- 1.11 Traders must provide skirts for their stalls and stalls must be kept tidy at all times.
- 1.12 All Traders must remove rubbish and recycling from their site at the end of each day. You must make arrangements to deal with trade waste responsibly and are not permitted to use the public waste bins. Failure to comply with this condition will result in a £100 charge to the trader.
- 1.13 Traders must only sell what is stated on their application form.
- 1.14 NO GENERATORS are allowed.

### Public Liability Insurance

- 2.1 Traders are responsible for the insurance of their own property and must have current Public Liability Insurance to the minimum value of £2 million at the time of the event.
- 2.2 Traders must submit photocopies of their insurance cover with the application form and have originals with them for inspection at the time of the event.
- 2.3 Traders or agents shall not hold the Organisers and/or Malton Amenity CIC responsible for any loss, damage, theft or destruction of any exhibit, goods, property or equipment.

### Health and Safety

- 3.1 All stalls must meet Health & Safety Standards in line with the Health & Safety at Work Act 1974. Health and Safety officials will inspect the site during the event.
- 3.2 Stalls may be inspected by Environmental Health, Trading Standards Officers or any other professional body.
- 3.3 Traders who use powered appliances must supply the relevant safety certificates as well as fire extinguishers and adequate barriers around the powered equipment.
- 3.4 Traders selling food must provide food hygiene and safety certificates in advance of the event, as well as make them available for inspection on the day.
- 3.5 Stallholders using gas cylinders are expected to provide suitable storage facilities. All cylinders must be installed prior to the opening of the event and must not be transported during the event.
- 3.6 All electrical equipment must be PAT tested with a current sticker/certificate with the equipment.

The Malton Game and Seafood Fest is organised by the **Malton Amenity CIC**, a community interest company. Its principal sponsors are **Fitzwilliam Malton Estate** and the **Earl Fitzwilliam Charitable Trust**.

Malton Amenity CIC, c/o 88 Old Maltongate, Malton, YO17 7EG

Stallholders: [stalls@welovemalton.co.uk](mailto:stalls@welovemalton.co.uk) General: [enquiries@welovemalton.co.uk](mailto:enquiries@welovemalton.co.uk)

Tel: 01653 692849