



ANDOVER SHILLING FAIR

SUNDAY 9 AUGUST 2020

STALLHOLDER APPLICATION FORM

COMPANY DETAILS

Before completing this form please read the attached terms and conditions below carefully.

Contact Name

Pre-event: _____

During event: _____

Company / Organisation Name

Company / Organisation Trading As

Postal Address

Postcode

Contact Email Address

Contact Telephone Number

Contact Mobile Number

Business Website Address

Twitter Handle

Facebook Page:

STALL INFORMATION

Type of Stall Required. Please check one box only. If multiple stalls are required, please complete a separate form for each. We do not provide equipment (gazebo, tables, chairs, generators, lighting etc).

Single Pitch 3x3m

☐ £50

Double Pitch 6x3m

☐ £90

Craft stall

☐ Yes

Food Stall

☐ Yes

HERITAGE THEME

The event has a Georgian and Regency era theme. Please let us know how you will theme and dress your stall and team so that you enter into the spirit of the day... (ideas: garlands, greenery, bunting, outfits, bonnets – think Jane Austen and Mr Darcy!)

STALL PRODUCTS & ACTIVITIES

Products / Service for Sale

We will ensure that there is a balance of vendor types when approving applications, so please give as much detail as possible. What you list here may be used in promoting the event and will be used to plan the layout of the event...

FOOD & DRINK STALLS ONLY

All food based stallholder applications will be checked by Test Valley's Borough Council's Environmental Health Officers. You must confirm that you are a registered food business with your local authority before applying for a stall. If you are awaiting registration or have been classified 'low risk', please let us know with your application.

Name of local authority your food business is registered with

What name is your business registered in?

What is your current food hygiene rating?

I confirm that I have food safety management procedures in place ☐ Yes

Method of cooking (if relevant)

☐ LPG (enclose gas safety certificates) ☐ Diesel generator (enclose safety certificates)
☐ Charcoal ☐ Other specify:

I confirm that all appliances are PAT tested (evidence must be displayed on the day) ☐ Yes ☐ N/a

RISK ASSESSMENT

All applicants must provide a risk assessment covering their market stall and the related hazards. An example risk assessment template can be downloaded at www.fuseprojects.co.uk/upcomingevents at the bottom of the page.

HEALTH & SAFETY

Please confirm that your gazebo is made of fire-retardant material ☐ Yes ☐ No

If not, confirm that you have the relevant fire extinguishers onsite on the day ☐ Yes

Will you be bringing live animals with you for your pitch? ☐ Yes ☐ No

Will you be selling alcohol? (Enclose copy of personal licence & apply for TENs) ☐ Yes ☐ No

I agree not to play music on my stall ☐ Yes

I agree to take dispose of stall waste off-site ☐ Yes

VEHICLES ON SITE - If your stall is housed in a vehicle which you serve from (for example a coffee van, please explain the type of vehicle and exact size.) Pitches cost £35 for a 3x3m space. Traders over 3m in size will need to book a 6m pitch. No other vehicles are to be permitted to be left on site during the event...

PAYMENT

Payment is strictly by cheque only. Please enclose a cheque made payable to 'FUSE Projects' with the name of the event and business name on the reverse.

An invoice / receipt will be provided if the application is accepted. In the event of your application being unsuccessful any fees paid will be returned in full.

Unfortunately, we are unable to accept electronic payments. Please send a cheque by post clearly marked with your business name on the reverse if you are submitting your form by email. Cheques must be received before the application deadline.

THE FOLLOWING DOCUMENTS MUST BE INCLUDED IN YOUR APPLICATION

The following documents are required in order to process your application and must be sent with this application form. Incomplete applications will not be considered. Cheques must be received within 3 days of your application.

If you have submitted these documents to FUSE in the last 6 months and they are still in date, please tick 'FUSE has on file'.

Public Liability Insurance Schedule showing policy number, £ level of cover, expiry date and that you are covered for PUBLIC LIABILITY (not employer liability). The certificate date must cover the event.

☐ Yes

Risk assessment

☐ Yes

Cheque made payable to 'FUSE Projects' (Traders over 3m must book a 6x3m pitch)

☐ Yes

☐ In post

Photographs of your stall and products

☐ Yes

Food hygiene certificate enclosed

☐ Yes

☐ n/a

Food safety training certificates enclosed

☐ Yes

☐ n/a

Gas Safety Certificate (in date) enclosed

☐ Yes

☐ n/a

Copy of Personal Licence (for alcohol sales)

☐ Yes

☐ n/a

DECLARATION

I confirm that I have enclosed the relevant documentation as laid out in the section above. I have enclosed / sent payment and understand that my application will be approved by the Committee before a booking is confirmed. I understand that failure to provide all required documents and payment means the application will not be considered. I have read and agree to abide by the FUSE Projects booking Terms and Conditions and understand that failure to comply with these terms and conditions will result in the cancellation of this agreement and/or dismissal from the event. By submitting the application form to trade you are signing and agreeing to all rules, regulations and terms and conditions set by FUSE Projects.

Signed

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Name

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Name

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Date

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Name of Business

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Application deadline is 5pm Friday 31 July 2020.

Please send completed applications by email to jenny@fuseprojects.co.uk or by post to:
FUSE Projects, 20 Butts Road, Alton GU34 1NB.