



**South Wales Dog and Family Fun Day  
Bank Holiday Monday 30th May 2016  
Fonmon Castle Showground  
Trade Stall Application & Price List**

<b>Size</b>	<b>Cost</b>	<b>Vehicle Space</b>
Size 3 metres x 3 metres 2 pass	£50	No Vehicle Space
Size 6 metres x 3 metres 3 passes	£70	One Vehicle Space
Size 9 metres x 3 metres 4 passes	£90	One Vehicle Space
Size 12 metres x 3 metres 5 passes	£100	One Vehicle Space
Size 6 metres x 6 metres 5 passes	£100	One Vehicle Space
Size 12 metres x 6 metres 6 passes	£160	One Vehicle Space

All stall holders agree to abide by the regulations set by the South Wales Dog and Family Fun Day and agree to abide by all current Health and Safety Guidelines.

Stallholders are required to complete and submit a **Risk Assessment, Insurance Certificate** and a completed **Trade Stall Application**.

The passes allocated **must** cover your trade stand personnel also and there will be no admittance permitted to the show without a pass. **Passes will be per person and not per vehicle.**

Passes will be sent 2 weeks prior to the event, to the address supplied on this form.

South Wales Dog and Family Fun Day cannot accept responsibility for any loss, theft or damage.

Stallholders must provide their own insurance. All trade stands must carry their own public liability insurance for £2,000,000.

**One** vehicle per trade stall will be allowed to park behind their stall on the show field. for all pitch sizes other than 3m x 3m. Vehicles belonging to pitches 3m x 3m must park in the car park.

Traders **must** be set up by 8.30 am. No movement of vehicles will be allowed on the show field between 8.30 a.m. and 6.30 p.m.

This event is a 'Yellow Dog' friendly event and we will be asking all stallholders to display an A4 poster on their stall during the event.

Electricity is not provided; stallholders may bring their own generators. These generators **must** comply with HSE guidelines.

Trade space is space only. You may bring your own cover, tables, chairs etc. You must ensure that any structures are suitable for the weather conditions.

Stallholders will be responsible for clearing away **all** rubbish/litter from their pitch area, and are responsible for removing it from the site and disposing of same. It **must** be placed in the **Waste Collection Trailer** provided.

I, \_\_\_\_\_ agree to the terms of the South Wales Dog Charity Fun Day.

Signature \_\_\_\_\_

I would like to book \_\_\_x Trade Stall Space, Size \_\_\_x\_\_\_ @ £\_\_\_\_\_ Total Cost £

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_  
Contact Telephone

Number \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_

\_\_\_\_\_  
Email

\_\_\_\_\_  
Website \_\_\_\_\_

I enclose (non-refundable) Cheque/Cash £ \_\_\_\_\_ Payable to: **Mrs C Cowan Charity Event**

Please return this **form** with your **Payment, Insurance Document** and **Risk Assessment** to:

**C Cowan, 113 Tweedsmuir Rd, Tremorfa, Cardiff, CF24 2RA.**

**Please Note:**

Bookings won't be confirmed until all of the correct information has been received. As soon as we have received your payment and documents we will begin to advertise your attendance on our social media and add your details on our event website;

**[www.fonmoncharitydogshow.com](http://www.fonmoncharitydogshow.com)**

It would be most helpful if you could add a reciprocal link to your website and like our Facebook page southwalesdogcharityfunday and follow us on Twitter @southwalesdogch

## **SOUTH WALES DOG AND FAMILY FUN DAY TERMS & CONDITIONS OF BOOKING (AUGUST 2015)**

### **SOUTH WALES DOG AND FAMILY FUN DAY GUARANTEE**

The event will be well advertised in local press and national publications. Leaflets, posters and other publicity will also be made available. Providing there are no objections from local authorities the events will be signposted. Trader will also be added to the event website and advertised on our social media.

### **GOODS OFFERED FOR SALE**

The South Wales Dog and Family Fun Day will only accept bookings from traders whose goods or equipment is acceptable. **Anyone selling goods or bringing equipment other than those on their original application form may be asked to remove them immediately.**

### **ATTENDEES ARE REQUIRED TO DO THE FOLLOWING**

All units and stalls are to be set up by the advertised start time. Access may be gained between 4pm -6pm the day before the event. You are not to clear away until the advertised finishing time. All stands are to be set up in an attractive manner. Your car/lorry must be parked sensibly and you must comply with our stewards' requests to move cars/lorries or boxes etc. if we consider them to be in the way. You must ensure your equipment is set up correctly and must not do anything to encroach upon gangways, exits or other access. Rubbish may be left behind providing it is put in the rubbish receptacles provided. **Any cardboard boxes must not be put in the site bins but put into refuse sack and put on the Waste Collection Trailer provided. Any trader who does not comply will not be invited to attend future events.**

You must provide copies of local authority registration, public liability insurance, food hygiene training certificate, gas safety certificates, electricity test certificate, local authority inspection certificate for your unit, mechanical safety certificates and any other paperwork relevant to your trade. These must be sent with your acceptance of booking. You must bring all paperwork with you to each event in case of inspection by Health & Safety or Trading Standards personnel. If you are not allowed to trade through out of date certificates or insurance you will still be liable for your pitch fee.

### **BOOKINGS**

Payment will be accepted by cash, cheque or direct bank payment. If you choose to pay by cheque (which should be payable to 'CT Cowan Charity Event'). The South Wales Dog and Family Fun Day reserves the right to refuse or cancel any booking without giving a reason.

### **CANCELLATION OF BOOKINGS**

.Any booking cancelled at less than ONE month's notice before the event, for whatever reason, may forfeit the total fee paid even if we re-let the pitch. Cancellations may be advised by phone but must be confirmed in writing. If you are not going to attend a booking that you have made you must let us know as soon as possible.

Once you have notified us of a cancellation in writing we will confirm the cancellation back to you in writing. If you do not receive an acknowledgement of cancellation from us you should telephone us to check that we have received your written cancellation.

Any "no show" at an event without prior cancellation one month before will be subject to the full fee. We will follow non-payers through the courts.

### **DISHONoured CHEQUES**

If your bank refuses to honour a cheque that you have given as payment we will levy an administration charge. This charge is £10 every time a cheque is returned unpaid. No exceptions are made even if a cheque is dishonoured as a result of you changing banks

### **LIMIT OF LIABILITY**

The South Wales Dog and Family Fun Day will do everything in our power to ensure that you have a successful event but we cannot be held responsible for damage or theft of your stock, interruption of power or services, failure of press advertisements to appear, inclement weather including if in the reasonable opinion of The South Wales Dog and Family Fun Day (or any third party organiser) it is necessary to cancel an event because of prevailing weather conditions, astrological incompatibility or anything else beyond our control no refund of booking fee or any other payment will be forthcoming,. The South Wales Dog and Family Fun Day does not provide insurance cover for theft or damage to your stock and recommends that you adequately insure you ensure against all risks. It is a condition of booking that you understand and accept that you cannot hold The South Wales Dog and Family Fun Day responsible for any losses you sustain. The South Wales Dog and Family Fun Day carries event public liability insurance