

LAVENHAM CLASSICS 2021 – TRADE ENTRY FORM

August Bank Holiday Sunday – 29th August 2021

Lavenham Recreation Ground, Bridge Street Road, Lavenham, Suffolk, CO10 9SH

Stands are located outdoors in the recreation field.

Please note there will be no power available at the show site thus your stall will need to be independently powered.

A full Health & Safety / Food Provision catering certification is required (to include a risk assessment, public liability insurance etc.)

Please note we will follow the UK Government's COVID-19 guidance as applicable to organised outdoor events.

YOUR DETAILS			
Name of Organisation/ Business / Trading name:			
Title:	First name or initial:	Surname:	
Email:	Mobile:		
Website:	Other phone:		
Previous attendee: <input type="checkbox"/> Yes / <input type="checkbox"/> No			
Street address: (or as SAE)	Post Town:	County:	Postcode:

YOUR STAND		
Motoring related <input type="checkbox"/>	Motor Cycle related <input type="checkbox"/>	Non-motoring related <input type="checkbox"/>
General Goods <input type="checkbox"/>	Food & Drink <input type="checkbox"/>	Bar drinks only <input type="checkbox"/>
Charity <input type="checkbox"/> Registered Charity No.	Other	
Description of what products/ services you will be selling/exhibiting		

Brief description of your set up, site needs and items used on the day to deliver your services:	
How many car park spaces needed?	
What additional equipment are you using on site that may require space/ certification / other?	
Local authority (where your food business is registered)	
Food hygiene rating (where Applicable)	

LAVENHAM CLASSICS is organised on behalf of the Lavenham Community Council, a Registered Charity (number 1106956).

MORE INFORMATION ON OUR WEBSITE: WWW.LAVENHAMCLASSICS.COM

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DECLARATION OF APPROPRIATE INSURANCE COVER

Public Liability Insurance Certificate **(Please attach with this signed form)**

I understand the Organisers or their appointed representatives may require evidence of insurance either before or on entry to the show site and entry may be refused if I am unable to furnish satisfactory evidence of insurance.

If I am using Gas I enclose a copy of my Gas Safe Certificate/Insurance.

All Exhibitors must comply with all current Health and Safety legislation and all guidance notes and codes of practice published by the Health and Safety Executive.

Company owner signature:

Date

General Data Protection Regulations

Your privacy is important to us: we process your data and communicate with you in a way that is in line with UK Laws on data protection. We only hold your data to be able to inform you of this event each year and we do not pass on your data to third parties. You have the right to have your personal data erased, on request by writing or emailing us.

By signing this form you are confirming your consent to Lavenham Classics holding your personal data for the purposes outlined above.

I / we agree to be bound by the trade stand rules and regulations of Lavenham Classics

Name:

Signed:

Date:

**PLEASE RETURN THIS DULY COMPLETED & SIGNED FORM TOGETHER WITH
A 9 x 6 STAMPED ADDRESSED ENVELOPE (SAE) AND YOUR PAYMENT TO:**

Lavenham Classics, c/o Lavenham Village Hall, Lavenham, CO10 9QT

TRADE STAND ENTRY FEE: £25.00 (+ % OF PROFITS TBC)

All cheques to be made payable to: LAVENHAM COMMUNITY COUNCIL

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TRADE STAND RULES , REGULATIONS , HEALTH AND SAFETY POINTS.

1. The Lavenham Classics Show is open to the public from 11am to 4pm and traders can set up from 8am.
2. All sites & stalls must be staffed, stocked and open to the public by 11am to 4pm.
3. All non-stand vehicles to be removed from the show area by 10.00am & no unloading permitted after 10.00am.
4. ALL Exhibitors and trade vehicles must be parked in the designated parking or within your stand areas by 10.00am.
6. NO stall should be dismantled before 4pm.
8. No stand is secure until the payment is clear.
9. Your payment must be made in full at the time of booking.
10. If an exhibitor cancels a booking, for whatever reason, they shall forfeit any fees paid to Lavenham Classics
11. Lavenham Classics has taken reasonable precautions to ensure the health & safety of everyone present for the event. For these measures to be effective, please take reasonable precautions to avoid and prevent accidents occurring by removing obstacles which may cause tripping, falling or equipment/ goods falling onto people and adhering to the guidelines of the Show and its officials.
12. Please leave your pitch as you found it, clear any rubbish/debris and make good any damage to the ground caused by post holes etc.
13. Smoking is prohibited in all covered spaces
14. Selling goods by auctions or offering live animals, raptors, etc. as prizes is prohibited. Raffles, tombola or pick-a-ticket stand will not be permitted without permission from the event organisers. Permission will only be granted to charities
15. Safeguard your property! Lavenham Classics will NOT accept any responsibility whatsoever for any losses, exhibitors must ensure that they have adequate insurance, Lavenham Classics will not entertain any claims.
16. Exhibitors should display their name and address which can be easily be seen by the public.
17. Allocation of stands will be to the Lavenham Classics manager's discretion.
18. NO exhibitor/ trade stand may sub-let any part of the site allocated.
19. Amplification equipment may be used provided it is at a reasonable level and NOT intrusive to other traders or members of the public.
20. Any Exhibitors who bring their own marquee MUST provide a Health & Safety Risk Assessment together with a suitable fire extinguisher .
21. All prices are for One day only – for the Lavenham Classics show.
22. VAT is not payable on static pitches.

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23. Entry to the site on the one day of the event will be on presentation of a 2021 Trader pass, One vehicle pass per trade stand. If extra are needed please contact the events team to purchase them.

24. Vehicle passes must be displayed in your car's windscreen before arrival.

25. Please note there are NO guaranteed stand locations within your booking agreement. The event organisers reserve the right to make changes or relocate stands as they deem appropriate.

26. Lavenham Classics shall in no circumstances be liable to the trader for any refund , loss of business, profit, whether direct , indirect or consequential through events, weather, or ground conditions beyond its reasonable control and will be under no obligation whatsoever to compensate the trader.

INSURANCE & RISK ASSESSMENT

Insurance: Exhibitors are required to hold the necessary insurances against claims by third parties for fire, damage and all other risks.

PLEASE INDICATE ANY HAZARD OR SAFETY ISSUE RELATING TO YOUR STAND AND/OR PRODUCTS BEING TRADED.

PLEASE DO NOT FORGET TO INCLUDE A COPY OF YOUR PUBLIC LIABILITY INSURANCE AND COPY OF ANY FIRE RETARDANT CERTIFICATES IF APPLICABLE

We will be following the Government COVID-19 guidelines as applicable.

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