

# PRODUCERS & ARTISAN MARKET

at BEACH STREET, MANNINGS,

Sea Road, Felixstowe, IP11 2DN

Organised by Suffolk Market Events



## PLEASE ENTER YOUR DETAILS IN CAPITALS

NAME		TRADING NAME	
ADDRESS		TELEPHONE	
		MOBILE	
POSTCODE		E MAIL	
FACEBOOK		WEBSITE	

## PRODUCT

Please give a full description of the products you will be selling. Your booking will be taken on the basis of the information you give here & you may not be able to sell something that you have not listed.

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Event	Date	Pitch Fee	Power charge	Yes/No? Wattage?
ARTISAN & PRODUCERS MARKET	Sat 8 <sup>th</sup> May 2021	£50	£3	
ARTISAN & PRODUCERS MARKET	Sat 31 <sup>st</sup> July 2021	£50	£3	
ARTISAN & PRODUCERS MARKET	Sat 20 <sup>th</sup> Nov 2021	£50	£3	

THIS EVENT IS OPEN TO FOOD & NON-FOOD STALLS. ALL PRODUCTS MUST BE OF THE HIGHEST STANDARD AND HAND MADE BY THE PERSON WHO IS SELLING.

You will need a strong, weatherproof 3m x 3m gazebo with leg weights. Some stalls will be located under a roof and others will be without shelter but everyone needs a gazebo.

You must provide your own table(s). Street food vans can also apply.

### Please return your form to:

Suffolk Market Events, Wyatts, Wyatts Lane, Little Cornard, Suffolk, CO10 0NT. T: 07704 627973

[justine@suffolkmarketevents.co.uk](mailto:justine@suffolkmarketevents.co.uk)

## METHODS OF PAYMENT

BACs: Suffolk Market Events

Sort Code 40 43 23 and Account 81447769

Please advise by email when a payment is made.

**Please use the REF: Felixstowe and your company name.**

## YOU AGREE – BY SUBMITTING THIS FORM

I have read & understood the Terms & Conditions of booking and I agree to abide unreservedly by them. Please sign and date, or if completing this form electronically, please enter your name below.

## TERMS & CONDITIONS

Before you submit a booking for this event, please read these conditions and sign and date the box.

### BOOKINGS

To secure a place at this event payment needs to be made at the time of booking.

Payment will be accepted by cash, cheque or BACs.

Cheques made payable to Suffolk Market Events and posted to Wyatts, Wyatts Lane, Sudbury CO10 0NT

BACs are paid to Suffolk Market Events - Sort Code 40-43-23 and Account 81447769.

**Please inform by email when a payment has been made.**

All bookings must be submitted on the current booking form accompanied by payment as indicated above. No places are reserved if the bookings are not submitted on this form or not accompanied by correct payment.

Suffolk Market Events reserve the right to refuse or cancel any booking without giving a reason.

### DISHONoured CHEQUES

If your bank refuses to honour a cheque that you have given as payment for a booking fee then an administration fee of £10 will be charged. This will be charged every time a cheque is returned and no exceptions are made.

### YOUR COMMITMENT TO AN EVENT

Details about the event will be sent out to all traders at least two weeks before the event. All traders must read these guidelines, be set up by the required time and not break down a stall until the specified time. **The event will run from 10am until 3pm**

Pitch fees are based on approx. 3m x 3m areas. The event is held behind Mannings Amusements/Beach Street and is partially covered but everyone must trade from your own individual gazebo which you must supply.

If you trade from a van or if your pitch is larger than 3m x 3m then please contact Suffolk Market Events before booking.

All rubbish MUST be removed by you.

### ELECTRICITY

You must specify the total wattage of electricity you require at the event on the booking form.

You must supply your own extension cables at all events where you require power. All electrical equipment must be in possession of a current PAT certificate.

### INSURANCE

Suffolk Market Events is not responsible for any loss, theft or damage to your property or stock at this event. All stallholders must carry adequate insurance and provide a copy of their PL Insurance to Suffolk Market Events at the time of submitting the booking form. Food producers must also provide their Certificate of Premises inspection from the local authority at the time of booking.

### CANCELLATION POLICY

Cancellation more than 4 weeks before the event: a full refund will be paid minus £15 admin fee, *on the condition that Suffolk Market Events is able to find an appropriate replacement producer* to take the pitch. If no suitable replacement producer is available, then no refund will be given.

Cancellation less than 4 weeks before the event: no refund will be given.

Events are subject to cancellation or rescheduling at the discretion of Suffolk Market Events.

If the event is cancelled in its entirety, due to circumstances beyond our control, then we shall have no liability for losses or costs which you may incur due to such cancellation but we shall refund 50% of your booking payment. We may change the terms upon which we make events available from time to time without notice to you and any subsequent booking requests you may make will be subject to those changes.

**Please ensure you have signed and dated the box as acceptance of these Event Booking Terms and Conditions.**

Suffolk Market Events reserves the right to cancel bookings deemed not to comply fully with these terms and conditions.

### Our Right to Vary these Terms and Conditions

We have the right to revise and amend these terms and conditions from time to time to reflect changes in technology, changes in payment methods, changes in relevant laws and regulatory requirements and changes in our system's capabilities.