**Handmade Hayfield**

**Pop-Up Shops 2019**

**Saturday 23rd and Sunday 24th November**

**Booking Form**

Please read this form and the terms and conditions in full

**Name:**

**Address:**

**E-mail:**

**Phone numbers** (both home & mobile if possible):

**Business/stall name:**

**Website/Facebook page** (we will use these to help advertise your stall leading up to the event):

**Craft** (e.g. jewellery, cards, textiles, bakes, please give as much detail as reasonably possible if you make more than one product):

**Number of stalls/chairs required** - please see T&Cs for stall information:

|  |  |
| --- | --- |
| **November (Christmas Pop-up Shop)** | **Please tick** |
| Full weekend 23rd & 24th November (£58)  |  |
| Saturday 23rd November only (£38) |  |
| Sunday 24th November only (£38) |  |

**Venues**: The Royal Hotel, Hayfield (function room and marquee)

The event will run from 11am-5pm each day of both events. Setting up from 10am.

Please return this **completed booking form and current PLI document and hygiene certificate (if appropriate)** as soon as possible to secure your stall. Bookings can only be confirmed when you have made your stall payment You can transfer your money online to the account below using our reference number (HHX19) and your initials (for example Laura Hunter would be reference HHX19LH), or pay via Paypal (using a personal payment into the account laura\_jaynepettitt@yahoo.co.uk).

**Account number:** 22477145

**Sort Code:** 089300

**Account name:** Laura Hunter

Cheques can be made out to L. Hunter or you can pay in cash (but please arrange to deliver this in person). We will e-mail you a receipt or give you one at the event.

As always, we ask that you would also spread the word of the event as much as possible, word of mouth is important alongside visual advertising, and if you would like some flyers to distribute in any social groups or at work, then please get in touch (there will be a poster distributed via email which you can also print off).

Any questions please e-mail and I’ll do my best to answer.

Laura

laura.jaynehunter@yahoo.co.uk

07791 088850

Terms and conditions – please read carefully

If you are a food and/or drinks trader please send us your PLI and hygiene certification (if applicable) along with your completed booking form - without the correct documentation we will NOT be able to allow you to trade.

PLI: you are responsible for making sure you have the correct Public Liability Insurance for your business for the days you book to have a stall with us. If you do not have PLI cover already, there are many reputable firms that cover home businesses for very little – use Google Search or ask for recommendations from fellow crafters. We CANNOT allow you to trade if you do not have the appropriate PLI cover.

Pitch allocation: We allocate your pitches based on our knowledge on who is trading and we will tell you where your pitch will be when you arrive in the morning. We do try to accommodate requests but as it is a small site and there are many other factors to consider, this may not always be possible.

Parking: We usually have use of the May Queen field in Hayfield for stallholder parking, which we will confirm to you the week before the event. Please park on the gravel, not on the grass of the field and it is only a couple of minutes’ walk back to venue. There is also some parking at The Royal Hotel but it is better to leave this free for customers to have access to the market and for patrons of The Royal Hotel - please be respectful to patrons of the venue and all residents of the village and drive slowly with due care and attention. Do not double park on the either site, or block other cars in.

Hours of trading: Handmade Hayfield Pop-up Shop will trade from 11.00am – 5.00pm. You should be ready to trade at 10.45am – please try to arrive on time - and you should not pack up your stall until 5.00pm. There will be lighting in the marquee for the November event.

Loading and unloading: You may arrive to start setting up your stall from 10am. Please use the fire exit door to bring your stock in and out of the venue and once you have unloaded, then move your car to the May Queen field.

Fire Evacuation Procedure: We have a fire evacuation procedure in place for this venue - please make sure you read the details in your allocated venue and ensure that you have familiarised yourself with it prior to trading.

Allergens: New legislation came into force in December 2014 called the Food Information for Consumers Regulation (EU FIC) which will change the way allergen information appears on labels and on food that is pre-packed, sold loose or served outside the home. There are 14 allergens on the list – if you are a food and/or drinks trader, you must display signage regarding the allergens on the list if they are contained in your food or drinks. The list, and guidance on displaying allergen information, is available [on this PDF](https://www.nmtf.co.uk/wp-content/uploads/2017/01/spotlight_on_food_lebelling_regulations.pdf). We are not responsible for anyone not adhering to the new regulations and you may not be able to trade on our pop-up shops in the future.

Waste: You are responsible for removing all of your own waste from the pop up shop.

Tables: Each booking is entitled to a stall space of approximately 6”x2” with a table (either a table of this dimension or equivalent surface area). When you arrive at the pop-up shop your table/s will be waiting for you at your stall. Under no circumstances are tables to be taken from another trader's pitch or anywhere else without permission. If you require a large space or want to bring an extra table, you will need to arrange this and pay for any extra space needed. You can book a double stall if required.

Finding us: The Royal Hotel is on Market Street right in the centre of Hayfield. Use SK22 2EP for sat navs.

Chairs: Our experience tells us that traders who stand look far more approachable to customers and get better sales – but if you need a chair for health reasons, please let us know.

Declarations of goods: Some goods can be very well represented at the pop-up shops - we know what they are and we monitor bookings for stalls selling those goods as they come in to make sure there's not too much for any given pop-up shop. With that in mind, we reserve the right to ask you to remove from sale any goods that were not declared on your booking form if we feel that their presence might be damaging someone else's trade.

Payment: As per the terms and conditions you need to pay your stall fee to secure your space. The earlier you book, the better chance you have of getting a stall and the easier it is to advertise on your behalf leading up to the event.

Our cancellation policy is as follows for ALL traders:

Because we are a small event, and use stall fees to pay for venue hire, marketing and promoting the event, stall payments are non-refundable. We do however, understand if there are extenuating circumstances and you need to cancel your stall, but we will only be able to give you your fee back after the event if we are able to replace your booking with another stallholder.