

ROLL UP! ROLL UP!

Register today and be a part of the fun



PERSONAL DETAILS

YOUR NAME:

ADDRESS:

TELEPHONE:

MOBILE:

E-MAIL:

COMPANY DETAILS

TRADING NAME:

ADDRESS:

COMPANY TEL:

WEBSITE:

NEW STALL HOLDERS ONLY – PLEASE INDICATE FULL PRODUCT DESCRIPTION(S)

1:

2:

3:

PUBLIC LIABILITY INSURANCE NO

INSURANCE COMPANY

EXPIRY DATE

YOU CANNOT TRADE WITHOUT INSURANCE. PLEASE SEND US A COPY OF YOUR POLICY AND UPDATE US AS NECESSARY.

PLEASE BRING YOUR OWN 'PAT-TESTED' GENERATOR(S) AND / OR LIGHTING EQUIPMENT

WE DO **NOT** SUPPLY STALLS WITH LIGHTING FOR CHRISTMAS MARKETS – PLEASE BRING YOUR OWN SINGLE STALLS ARE **3M X 3M** IN SIZE AND COST **£30** PER STALL (**£35** FOOD TO GO) PER MARKET VENUE PAYMENT ONLINE IS FREE BUT A **£1** FEE IS ADDED TO CHEQUES AND CASH PAYMENTS. NEW STALLHOLDERS PLEASE CONTACT EMMA OR RAE BEFORE PAYMENT.

PLEASE SIGN HERE TO REGISTER

MARKET VENUE

DATE

NAME (PLEASE PRINT):

SIGNATURE:

DATE: FEE TOTAL £ •

NB: PLEASE GET CONFIRMATION OF YOUR MARKET SPACE BEFORE SENDING PAYMENT

CHEQUES PAYABLE TO **THE ATM** PLEASE. RETURN FORM, COPY OF INSURANCE AND FEE TO:
THE ATM, BAY HOUSE, HOBGOBLIN, IWERNE MINSTER, DORSET DT11 8LP
PAY ONLINE: ACCOUNT 41285513 SORT CODE 40-41-01 **REFERENCE YOUR NAME & MARKET DATE**



Emma House 07983 464202 Rae Stormonth-Darling 07932 477436 www.theatm.co.uk



THE ANONYMOUS TRAVELLING MARKET TERMS AND CONDITIONS

In these terms and conditions the phrase "organiser" relates to The Anonymous Travelling Market and the term exhibitor/trader relates to all employees of such company, agent, organisation or individual.

BOOKING AND PAYMENT TERMS

1. All booking fees are to be paid 4 weeks prior to the market date you wish to attend.
2. Cancellation received after this time and up to 2 weeks prior to the market will be 50% refunded. Cancellations received within 14 days of a market date are not refundable.
3. Any deposit is non-refundable.
4. The organiser reserves the right to refuse an application for trading at their discretion.
5. The organisers reserve to right to review their fees at their discretion.
6. In the event of a market being cancelled The ATM will re-imburse 50% of the stall fee.

CANCELLATION POLICY

1. If an exhibitor/trader fails to occupy the site by the time required on the day of the market the organiser reserves the right to re-allocate the site.
2. Exhibitors/traders must be on site, set up and vehicles moved to a safe parking area by the specified time given. No refund will be given if the site is re-allocated.

SPACE

1. The organiser reserves the right to change the layout and location of the event space without prior notice.
2. You will be allocated your space on arrival.

ELECTRICITY/GAS

1. Any relevant documentation pertaining to the generator/electrical equipment/gas equipment must be produced on demand to prove it meets necessary health and safety standards as required by law.
2. Any exhibitor/trader using electric cables must ensure all wires are covered or away from all public walkways. All PAT testing must be up to date and documentation must be produced on demand if necessary.

SECURITY

1. Personal items left on stands are done so at the owner's/exhibitors/traders own risk.
- The organiser takes no responsibility for items left unattended or for the security of the exhibitors/traders property.

LITTER

1. It is the exhibitors/trader's responsibility to remove litter from their immediate area and to keep their area tidy, to provide bins accordingly.
2. Refuse sacks are to be used for rubbish. These are to be provided by the exhibitor/trader

PERSONAL CONDUCT

1. While at an event all persons are to conduct themselves in a professional and courteous manner and not give offence to others. Threatening or abusive behaviour towards any other trader/organiser/public will not be tolerated and any person abusing any of the aforementioned in this manner will be asked to leave, failure to do so will result in the police being called.

HEALTH & SAFETY

1. It is the exhibitor's/trader's responsibility to comply with all health & safety and fire regulations.
2. Exhibitors/traders are to provide confirmation of market insurance/trading standards/health & hygiene/PAT certificates, ensure all are up to date and on site at each market.
3. The exhibitors/traders shall not do, or omit to do anything to jeopardise organisers insurances or licenses in connection with the market.
4. The exhibitors/traders participate at their own risk.
5. All exhibitors/traders must hold suitable and sufficient fire fighting equipment at their stand and all staff must be trained in its use.
6. All tentage must adhere to fire regulations and must be securely and safely constructed.
7. The organiser reserves the right to request that an exhibitor/trader leaves the site for any reason, or close any exhibit/stand that they deem unsafe or a risk to the general public or that does not conform to the rules and conditions. There will no entitlement to a refund in this situation.
8. In the case of an emergency please notify one of the organisers immediately. Ensure that all persons are removed in a calm and effective manner and access routes left clear for emergency services.
9. The organisers will monitor health & safety for the duration of the event. Visits will be made throughout the event to ensure the stands comply with all terms and conditions.
10. Exhibitors/traders are responsible for all third parties associated with their stand.
11. Exhibitors/traders using equipment and machinery during a market must ensure that suitable guards and safety devices are in place. All machinery must be properly maintained in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER)
12. It is the exhibitor's/trader's responsibility to ensure that the public have no access to any hazardous areas.
13. A risk assessment will be carried out by the organisers for a market and the exhibitor's /traders will be required to provide their own risk assessment.
14. The organisers take no responsibility for accident/incident or harm that comes to any exhibitor/trader at a market organised by the organiser.
15. Exhibitors/traders are required to check with the organiser prior to a market whether pets are allowed on site.

GENERAL MARKET SITE

1. Sites will be allocated at the organiser's discretion.
 2. Sub-letting or sub-contracting of market space is prohibited.
 3. Any exhibitors/traders found to be defacing another stand is responsible for making good any damage done.
4. Exhibitors/traders must leave their site in the condition they found it in. Should any damage be made, the organiser will charge the repair cost to the exhibitor/trader.
5. On no account should any goods be sold that infringe any copyright or trademarks.
 6. Exhibitors/traders are required to display full details of the Trading Standards form on their stand.

CATERING UNITS

1. Catering units are to comply with UK Health and Hygiene law.
2. A certificate of Health and Hygiene for each unit is to be provided prior to the market to the organiser.
3. Electrical certificates for each unit are to be provided prior to the event to the market organisers.
4. The storage of LPG is done with accordance with current regulations and codes of conduct.
5. Suitable fire fighting equipment is present, and conforms to British Standard.
6. Any bags, bottles, food or boxes found dumped or split, the organiser will ask the exhibitor/trader to re-bag or clear up any mess.
7. It is not down to the organiser to clear up any un-bagged rubbish, bottles, boxes or unused/wasted food from any catering unit.
8. All catering units are to provide their own bins for their public area in front of their stand and to ensure the public use them properly.