



ITUS – 14 Little Roborough, Ashburton, TQ13 7BQ

Tel: 07486 521843

Email: richard.giesens.itus@hotmail.com

**CLASSIC CAR AND MOTORSHOW AT PORT ELIOT**

**TRADERS– APPLICATION** v.3 June 2018

<b>Business Name</b>			
<b>Contact Name</b>			
<b>Address</b>			
<b>Telephone(s)</b>			
<b>Email</b>			
<b>Website/Facebook</b>	We will aim to promote you/your products if this is provided		
<b>Product you sell</b>			
<b>IMPORTANT – WHERE DID YOU HEAR ABOUT US PLEASE?</b>			
Please enclose the following documents – as applicable:			
<b>Application Form</b>			
<b>Public Liability Insurance</b>	<i>Please write expiry date here</i> and send a copy		
<b>Risk Assessment</b>			
<b>Fire Risk Assessment</b>	<i>Only if required</i>		
<b>Food Hygiene Cert.</b>	<i>Only if required</i>		
<b>Environmental Health Form</b>	<i>Only if required</i>		
<b>Fee – Payable to Classic Motorshow</b> (see terms and conditions)	Payment can be made by BACS to Natwest A/c Name <b>Classic Motorshow</b> . Sort Code <b>54-10-39</b> Acc Number <b>15580091</b> or by cheque payable to <b>Classic Motorshow</b> . You must put your surname and event date the payment covers – please also send email to confirm payment date made.		
<b>Event:</b>	<b>Location:</b>	<b>Amount Paid:</b>	
<b>Classic Motorshow</b>	<b>Port Eliot</b>		

I agree to comply with the Terms and Conditions for Use of event space. This hereby indemnifies ITUS in respect of all and any damage(s) or injury occurring during the term of this event to any person or to any property and against all actions, suits, claims, demands, costs, charges, or expenses (including legal fees and costs incurred) arising in connection with the hirer’s activities therewith/herewith regardless as to whether or not the same shall have been occasioned by the negligence of the licensee, his servants, employees or agents during the term herewith.

I have carefully read the form and have returned the relevant documentation.

Signature.....

Date.....

## **TERMS AND CONDITIONS**

## **TO BE KEPT BY TRADER**

Whilst every endeavour will be made to meet the requirements of the trader, ITUS cannot guarantee a particular position.

No tables will be provided by ITUS.

All traders are responsible for the insurance of their own property and goods brought onto the event site. ITUS accepts no liability for loss or damage incurred whilst trader equipment is on site.

All traders must provide a copy of their Public Liability insurance prior to the event; copies to be returned with your booking form.

### **Health and Safety**

Every trader is responsible for carrying out a risk assessment of their designated area to ensure that all potential risks are minimised (hazards should be identified and preventative/control measures implemented). Copies to be returned with your booking form.

### **Fees**

Stalls are £30 per trading day. Charity Stalls are £15. Take away food and drink/ concessions, or other activities such as inflatables, pony rides, adult activities etc. Price on application.

### **Cancellations and Refunds**

Should a trader cancel his or her booking/s, the following policy shall apply:

- i). No refund shall be due if a cancellation is made within 4 weeks of the event date or
- ii). If a deposit is paid but the space is not taken up, then the full fee will be required.
- b). For cancellations not covered by sub-para (i) or (ii) above, refunds shall be made only when the space has been re-sold, otherwise there will be no refund. ITUS may, at their discretion, transfer payments to the next booking by the cancelling trader.
- c). If a trader cancels a booking for which only a deposit has been paid, and the cancellation falls within the timescale described in (i) and (ii) above, the outstanding balance must be paid by the trader.
- d). All deposits are non-refundable. ITUS may, at their discretion, transfer deposits to the next booking by the cancelling trader.

ITUS reserves the right to refuse a trader's application or to cancel a booking. No reason need be given. Should ITUS, prior to an event cancel an event or booking, full refunds will be given unless circumstances fall into any of the categories described above. In the event of cancellation, no liability will be accepted for extra costs incurred or sales lost. After an event has started, should circumstances (adverse weather, fire, flood etc) cause the event to be abandoned or closed prematurely; refunds will only be made at the discretion of the organiser.

### **Vehicles and Parking**

Parking is available in appointed areas at Port Eliot Estate details will be indicated on set up documents.

### **Access and Setting Up**

Setting up instructions will be emailed nearer the event date.