



# TRADE APPLICATION FORM 2024

**West Park, Silverston Ave, Bognor Regis. PO21 2RB**

**SATURDAY 25th MAY 2024 – FROM 12 noon UNTIL 8pm.**

Contact Name:
Business Name:
Email Address:
Mobile Number for the day:
Website/ Facebook details:
Registered Charity Number:

All pitches are 3mtrs x 3mtrs. All pitches must be front selling only. If you require a bigger pitch, then please contact the Stall Manager and indicate here.

Some pitches do not allow for a vehicle behind the stall. Please indicate if a vehicle space is not required.

Please give a full description of the items for sale on the stall.  
Anything NOT mentioned will be removed.

## Booking Pitch Procedure:

1. Email completed application for to [jenbognorcarnival@yahoo.com](mailto:jenbognorcarnival@yahoo.com)
2. You will receive an email advising the cost of the pitch
3. You **MUST** confirm your acceptance of the pitch fee within 7 days of receipt of pitch fee email.
4. Your acceptance email will only provisionally secure your pitch until FULL PAYMENT of PITCH FEE and required DOCUMENTATION is received.
5. Documentation Required:
  - Public & Product Liability Insurance – Minimum £5,000 (Arun District Council requirement)

- Registering Authority Name i.e. Arun
  - Food Hygiene Certificate
  - Risk Assessment
  - Equipment Check Certificate, is applicable
  - Signed Terms and Conditions
6. Receipt of pitch fee and required paperwork MUST be RECEIVED BY: 15<sup>th</sup> March
- Failure to do this will result in the pitch no longer being provisionally secured.**

Set up is from 8am on the day.

The event starts at 12noon and finishes at 8pm. We would wish you to keep your stall open until 8pm. Should you wish to enjoy the evening and pack your stall up at 6pm then this is permitted as long as the vehicle stays in situ.

Payment will be via BACS TRANSFER ONLY, details of which will be forwarded to you by the Stall Manager if your application is successful.

All equipment is to be supplied by the applicant. Power is NOT available.

MOVEMENT ON THE FIELD WILL BE **PROHIBITED** between 11:30 am and 8pm, when the Showground closes

Please read through the Terms and Conditions then sign and return to  
[jenbognorcarnival@yahoo.com](mailto:jenbognorcarnival@yahoo.com)

# TERMS AND CONDITIONS

1. Booking will only be confirmed on receipt of full payment and all necessary paperwork.

## Paperwork Required:

- Public & Product Liability Insurance – Minimum £5,000 (Arun District Council requirement)
- Food Hygiene Procedures if applicable
- Food Hygiene Certificate if applicable
- Full Risk Assessment
- Equipment Check Certificate, if applicable
- Signed Terms and Conditions

2. No refunds can be given.

3. In the event of any abandonment, variation, postponement, or limitation of the use of the exhibition premises or any of the services provided therein, there will be no claim against the organisers.

4. Setting up on the Saturday will be from **8am** at West Park and the Showground opens at 12 noon. Only **one** vehicle is permitted on site. No vehicle movement allowed after 11:30am. Vehicle movement will be allowed again after **8pm**.

5. Bognor Regis Carnival Stall Manager reserves the right to decide the arrangement and allocation of stalls on the day.

7. The provision for single use of plastics must follow all current government legislation: the environmental protection (plastic straws and stirrers) England regulations 2020 and any subsequent update or amendment to the regulations.

8. The Organisers shall not be liable in respect of loss of profits, business, revenue, goodwill or indirect or consequential loss or damage (whether caused by negligence or otherwise); or any act, omission, or breach of contract by the stallholder's employees, agents, or sub-contractors. You are solely responsible for removing all your stock and valuables at the end of the day.

**9. No Knives, Firearms, or prohibited goods to be sold.**

10. All stallholders shall indemnify the organisers against all liabilities, action, costs, claims and compensations for injury and loss to any person, or damage as a result of his or her occupancy of an allotted site, or otherwise in connection with the event. All stallholders must hold their own Public Liability Insurance and produce the certificate on the day of the event for inspection. Stallholders must also have Product Liability, Employers Liability, Health and Safety Certificate and Food Hygiene Certificate where appropriate.

11. The organisers reserve the right to request the removal of any stand equipment considered to pose a risk to Health & Safety.

12. Stallholders must not place goods beyond the boundaries of the stall area, i.e., within the agreed pitch size you are allocated, either on the ground or hanging unless previously agreed with Bognor Regis Carnival Stall Manager. There will be no sub-letting of stalls. Stallholders are required to co-operate with Site Managers, Security, Emergency services, West Sussex County Council officers and all official organisations on site.

13. If you intend to use a generator it **must** be quiet and **not** emitting smoke and fumes. Please inform the Stall Manager of a generator.

14. **Electrical and Gas Equipment.** All electrical equipment must be in good condition and current PAT certificates. All gas equipment must be covered by an up-to-date gas certificate, which has been issued by a registered gas engineer (Gas Safety Register). These certificates must be available for inspection by our Health and Safety officer at the event.

15. **Fire Safety Equipment/Prevention:** Stallholders must provide fire safety equipment on their stands appropriate to their activities. All stallholders must hide all boxes under their table. No flammable liquid is to be brought into the venue where the event is being held unless approved in writing by the Organisers.

16. **Waste disposal:** Stallholders are expected to keep their surrounding area as clean as possible throughout the event. All waste is to be **removed by the stallholder** at the end of the event. Failure to do this will result in an invoice being sent to cover the removal cost. Stallholders who leave their waste will not be invited back to Carnival.

17. The Organisers reserve the right to refuse and, if necessary, remove at the stallholder's expense, any stall which we may regard unsuitable for the event.

I agree to abide by the terms and conditions for the Bognor Regis Carnival

Signed.....

Public Liability Insurance no. :.....

PLEASE RETURN BACK TO THE STALL MANAGER FOR CONFIRMATION OF BOOKING.

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