

PETERLEE SHOW 2019.



Saturday 31st August & Sunday 1st September 2019

At Helford Road Playing Fields, Peterlee. SR8 1ER

Application Form for an Information Stand

Organisation name					
Address					
		Postcode			
Your details	Title	Initial		Surname	
Tel no (daytime)			Mobile		
Email address					
Items to be displayed					

Stall Requirements

Day(s) required	Both days <input type="checkbox"/>	Saturday only <input type="checkbox"/>	Sunday only <input type="checkbox"/>
OPTIONS	COSTS		PAYMENT
1 table (6ft x 2ft)	1 Day £40.00/ £36.00 2 Days £80.00/ £72.00		£
2 tables (12ft x 2ft)	1 Day £75.00/ £67.50 2 Days £150.00/ £135.00		£
No of chairs required @£1.50 per chair			£
Electric required(please circle) @ £6.00	Yes	No	£
TOTAL AMOUNT DUE			£

ALL STALLS MUST BE PAID PRIOR TO THE EVENT

I enclose a cheque for £ _____ made payable to PETERLEE TOWN COUNCIL or alternatively payment can be made over the telephone by using a by credit or debit card.

To receive a 10% discount all completed application forms and payments must be received before 28th^d June 2019. (**Discount prices are shown in red**)

<input type="checkbox"/>	Please tick here if you would like to be included in any future Peterlee Town Council events.		
I agree to abide by the terms and conditions I have received on the reverse of this form.			
Signed		Position in Company/Organisation	
Print Name		Date	

When completed please return this application form with the relevant documents and payments to:

The Admin Team
Peterlee Town Council
Shotton Hall Banqueting Suites
Old Shotton
Peterlee
SR8 2PH

Tel 0191 5862491

Email council@peterlee.gov.uk

Closing date for all application forms is Friday 9th August 2019

For office use only			
Table Number		Payment Received	Receipt Number

TERMS & CONDITIONS

1. All stalls must be paid in advance of the event.. **No food items or sweets to be sold on an information stall.**
2. Cheques should be made payable to Peterlee Town Council or alternatively cash payments can be made in person to Shotton Hall Banqueting Suites or payment over the telephone with a debit or credit card.
3. By signing the application, the stall holder indemnifies Peterlee Town Council against any liability, cost, claim or other demand rising out of the exercise by the exhibitor of his rights under this agreement. All stall holders must provide and enclose a copy of Public Liability Insurance with the application form. If the insurance is due for renewal prior to the Show, a copy of the renewed certificate must be sent to the Show Co-ordinator before the Show. Stallholders who do not comply will not be admitted onto the Show field
4. The siting of all stalls will be at the absolute discretion of the Show Organiser.
5. No additional tables or displays will be allowed beside your table in the marquee.
6. Stalls may be set up from 8.00am on Saturday and 9.00am Sunday. Stall holders must be set up & ready for trading by 10.00am on each day.
7. Stalls should be cleared each day at 5.10pm; the stall holder will be responsible for removing all waste material of whatever nature from the allocated site.
8. Vehicles Must be removed to the main car park Immediately after unloading.
9. Peterlee Town Council reserves the right to refuse any stall application or refuse admission without explanation of any person to the Show and evict from the site any person who causes any kind of disorder or does not comply with the conditions laid down by Peterlee Town Council.
10. Please ensure the following is enclosed when returning your form
 - Completed & signed application form**
 - Payment in full /order number if invoice is required.**
 - Copy of your public Liability Insurance Certificate**
 - PAT test Certificates (if applicable) – please state equipment you wish to bring with you.**

All electrical items which you may wish to connect MUST BE P.A.T. tested and fitted with an earth-leakage and/or R.C.D. trip type plug or adapter.

Peterlee Town Council reserve the right to refuse any stall holder permission to connect to the mains supply if, in their opinion, the equipment to be connected is unsafe. No stall holder will be permitted to connect to the mains supply unless pre-booking has been made on this form.

PLEASE NOTE:

The organisers are unable to accept responsibility for any losses.

No responsibility is accepted by the Peterlee Town Council Show Committee neither for the weather, loss or damage of any kind whatsoever, arising from the use by the stallholders of the space occupied, equipment hired nor for any claim by any persons arising from such.

A confirmation letter and car park passes will be sent to all applicants 2 weeks prior to the event.

