

Sunday 1<sup>st</sup> August 2010  
Helmingham Hall, Suffolk



# Suffolk Dog Day

## Food Stall Registration Form

Please complete form in block capitals:

1 x single stall ( up to 3m wide and 3m deep)	£120	
1 x double stall (up to 6m wide and 3m deep)	£180	

### Additional facilities required:

Water is available if needed.

Electricity Supply – per socket, one 13amp plug per socket @ £25 per 13amp socket. NB one 13amp socket is needed for every 3000 watts or part thereof. Please list ALL electrical equipment you intend to use in these boxes, **OTHERWISE WE WILL NOT BE ABLE TO CONNECT YOU.**

Please list all items	Kilowatts
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

TOTAL 13amp sockets needed:

Cost @ £25 per 13amp:  £

**Final date for stall applications is 14 July 2010**

I/we enclose a cheque for the sum of £ \_\_\_\_\_ made payable to The Suffolk Foundation

Please issue an official receipt: Yes  No

Stall trade name \_\_\_\_\_

Contact name for stall \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Website \_\_\_\_\_

Email address \_\_\_\_\_

Vehicle registration number \_\_\_\_\_ .

Description of products you wish to sell \_\_\_\_\_

\_\_\_\_\_

**Stall holder programme advertising:**

Advertising is available to all stallholders within the event programme. If you wish to advertise, please complete and return the stall holder advertising form along with your stall registration form. You may claim a 10% discount on the advertising if booked together.

**Your company name will be listed in the Dog Day programme, with contact telephone number and website address. Please provide a description of your stall in 10 words maximum:**

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**Basis of agreement**

I have read and understood the enclosed Terms and Conditions of Booking and agree to comply with them. I agree that I will only sell products that are cooked and/or produced as I have described them on this form.

Please complete, sign and return this form together with your payment, made payable to The Suffolk Foundation. We regret that we cannot accept application forms without full payment, signature and a signed copy of the Terms & Conditions.

Signed .....

Date: .....

**Please return your completed form to:**

Suffolk Dog Day  
The Suffolk Foundation  
Old Reading Rooms, The Green  
Grundisburgh  
Suffolk IP13 6TA

Tel: 01473 734125

[www.suffolkgogday.com](http://www.suffolkgogday.com)

*The Suffolk Foundation is a registered charity dedicated to improving the quality of life for the people in Suffolk.*

*Registered charity number 1109453*

# Suffolk Dog Day

## TERMS & CONDITIONS OF BOOKING A FOOD STALL

1. The deadline for applications for bookings is 14 July 2010. Applications may be accepted after this date but there is no guarantee that later bookings will be listed in the Suffolk Dog Day programme.
2. All applications for bookings must be accompanied by a cheque for the full payment for stall/s and equipment booked payable to The Suffolk Foundation. The application form is not valid unless completed in full and signed. By signing the application form you agree to comply with these conditions.
3. We regret refunds will not be given for bookings cancelled by exhibitors.
4. All applications for bookings will be considered by the Committee whose decision is final.
5. The organisers carry public liability insurance in respect of their own activities. All stall-holders must have public and product liability insurance, and employers' liability insurance where relevant – someone minding your stall on a temporary basis is classed as an employee.
6. The producer, or someone directly involved with production, must attend Suffolk Dog Day and manage the trade stall.
7. Only top quality produce should be offered for sale at the Suffolk Dog Day – the Dog Day Committee reserves the right to remove substandard items.
8. If claiming organic or similar certification, a copy of the certificate should be available (if asked for).
9. Genetically Modified Products should not knowingly be used in the production of goods offered at the Dog Day.
10. Stall holders are responsible for provision of fire safety equipment on their stands.
11. Any member of the Committee of Suffolk Dog Day or EHO Officer may inspect a stall at any time to ensure the safe and hygienic operation of the site and compliance with the conditions of booking and product descriptions before, during and after Dog Day. Any directions given must be complied with immediately.
12. Stallholders undertake to comply fully with trading standards, health and safety, environmental health and all other relevant legislation. **Stallholders are asked to keep their surrounding area as clean as possible throughout the time of the Dog Day and to dispose of rubbish in the designated refuse area at Helmingham Hall.**
13. Suffolk Dog Day is open to the public on Sunday 1 August from 10.30am until 5.30pm. All traders must register their stall and set up on Sunday 1 August between 7.30 am and 10.00am.

No vehicles belonging to traders will be granted access to the exhibition area until 5.30pm on Sunday 1 August and no stall is to be dismantled before the end of trading at 5.30pm. Please do not try to bring your vehicle back until after 5.30pm. We ask that even if you run out of produce, you remain until closing time as it affects the overall look of Dog Day – treat it as an

opportunity to promote your produce and other aspects of your business through leaflets and chatting to customers.

14. Vehicles may be parked adjacent to stalls or used for stock replenishment ONLY with prior arrangement with the Organisers.
15. All electrical equipment must be certified and have a current PAT certificate. This certificate must be made available for inspection if requested. A maximum of 3kW can supplied per stand except by prior arrangement.
16. Water and hand washing facilities are available on site to exhibitors. Smoking at the stall is prohibited.
17. Antisocial behaviour will result in instant dismissal from Suffolk Dog Day.

Please retain one copy of these rules and return the other with your application form:

I, the undersigned, have read and agree to abide by the rules of Suffolk Dog Day.

Signature.....

Print Name.....

Business .....

Position .....Date .....

**Please return your signed terms and conditions form together with your application form to:**  
Suffolk Dog Day  
The Suffolk Foundation  
Old Reading Rooms, The Green  
Grundisburgh  
Suffolk IP13 6TA

**Tel: 01473 734125**  
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