

Cubbington FunDay 2022 –

Return forms by 1st July 2022 to:

info@cubbingtonfunday.co.uk

or post to:

3 Church Terrace, Cubbington, Leamington Spa, Warwickshire, CV32 7JX

**Venue Address: Cliff Cleaver Community Pavilion and Playing Fields
Off Stonehouse Close, Cubbington, CV32 7LP**

Date of event: Sunday 17th July 2022 from 14:00pm

Name:

Address:

Telephone:

Email:

(this should be the email address you want us to use to send you confirmation etc.)

Stall name:

Please give detail on all the products you will be selling on your stall:

Please confirm the size of area you will need in Centimetres – Width and Length

Please note that the products you outline on the form are the products we expect to see at the event. Please do not bring any extra range of product unless you have consulted us in advance.

It is for you to ensure that all product specific regulations are followed for your wares. We will need to see evidence of food hygiene certification and product liability insurance for all home-produced foodstuffs – and the product must comply with the necessary labelling regulations. All cosmetic and skin care products will need correct pharmaceutical certification and product liability insurance, and must comply with the necessary labelling regulations. THIS IS NOT AN EXHAUSTIVE LIST – it is for you to comply with the regulations surrounding what you sell.

The venue is outside and subject to weather conditions. Tables, chairs, power and gazebos are NOT provided so please ensure that you bring any equipment you need.

The fee for this event is **£10** per space. Bookings are only confirmed once we are in receipt of cleared funds.

There are two ways to pay:

- 1) PayPal. – please send the £10 to info@cubbingtonfunday.co.uk – and send an email confirming payment
- 2) Bank Transfer

Our account details are:

First Direct:

Sort Code: **40-47-72**

Account Number: **01831429**

PLEASE BE SURE TO USE YOUR NAME AS REFERENCE WHEN PAYING BY BANK TRANSFER – WE NEED TO KNOW WHO HAS PAID MONEY INTO OUR ACCOUNT. PLEASE SEND US AN EMAIL TO

info@cubbingtonfunday.co.uk CONFIRMING THE TRANSFER AND THE REFERENCE YOU USED ONCE THE TRANSFER IS COMPLETE

You will get a full fact sheet about a week before the event confirming the setup time, but to answer some of the most common questions in advance:

- There will be an event manager on-site when you arrive to show you to your area.
- Setup is generally from 12:00pm but will be confirmed in advance
- The event is open to the public from 14:00 until around 18:00pm
- We do not charge for admission.
- You must not pack up and leave the site until the event officially ends
- You must take all your rubbish away with you.

Your event manager for the day will ensure the smooth running of the event. They will do their very best as part of our commitment to you to maximise the flow of potential customers whatever the weather, but please understand we have no control of this.

Terms of Business (The Small Print).
We PARTICULARLY draw your attention to the **BOLD PRINT**

- **The organisers of the event cannot be responsible for any losses made by any stallholder**
- Bookings are not confirmed until funds are **cleared** and a receipt issued to you. Only in VERY exceptional circumstances will we accept 'Pay on the Day'.
- We hold the relevant Public Liability Insurance for the event, but it is the responsibility of each stallholder to ensure they hold any specific insurances for the wares they sell. The organisers will not take responsibility for this.
- It is the responsibility of each stallholder to ensure they comply with any legislation surrounding their wares – this to include food hygiene or cosmetic legislation – this is not a comprehensive list.
- Each stallholder is to be responsible for setting out their stall in a professional manner conducive to attracting custom to the event.
- **Each stallholder is responsible for removal of all refuse generated by them at each event**
- We will endeavour to make loading and unloading easy, but you are responsible for parking your vehicle in a suitable location
- Unless you tell us otherwise, we will use your contact details to keep you informed of other events you may be interested in.
- **All bookings are considered FINAL. Refunds are not given**
- **The event takes place outside and is weather dependant. A decision to cancel will be made the night before so please check your emails in case of cancellation. If the event is cancelled, then a refund will be made**
- Please let us know if you are not going to attend an event you have booked – we are then able to utilise your space for your colleagues rather than having an empty space.
- **We really try to get as many people into the event as we can, but we cannot control this. We will not refund if you feel more people should have attended – there are just too many variables that are not in our control – the weather, timings of football matches etc.**
- It is the nature of craft and gift fairs that other stallholders may be selling goods like yours. If you ask us before booking, we will always tell you what stalls we already have confirmed. Popular stalls include Jewellery, Cards, Ladies Accessories, Bags, Aloe Vera products (this is not an exhaustive list). There may be other stallholders who sell your items as an 'add on' to what they normally sell (e.g. glass pendants made by a glass maker, necklaces sold by a jewellery stand maker etc). Please do not be afraid of competition – if your goods are well made, well presented and well-priced, why would people not want to buy them?
- At our absolute discretion, we may 'cap' the number of any one particular type of stall. This 'cap' may be set at a different number for different types of stall – e.g. we may allow two jewellery stalls but only one cupcake stall.