

## Cairngorms Convention - Event Stall Booking Form

Please complete this form and return to [sarah.caldwell@cairngormsconvention.org](mailto:sarah.caldwell@cairngormsconvention.org) by 1st September.

Organisation Name:

Contact Name:

Contact Number:

Organisation Address:

Email Address:

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Nature of your stall:

We're able to provide a 'go-pack' table inside our covered 'Barn' meeting space. You may bring any range of banners, signs, stands that fit within your space.

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**Vehicle Access** - We can provide one parking space for one vehicle per stall.

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### Payment and Agreement

Stalls cost £20 for the weekend - to cover admin costs.

An invoice will be sent out to you on receipt of this form. The stall place will be held once payment is made.

Signed:

Full Name:

Date:

### Terms & Conditions of Trading

1. The fee is for the duration of the event. This sum represents table and pitch rental only.
2. If you wish to apply for more than one stall, please confirm availability with our admin team, and make it clear in your application.
3. Payment for stalls must be made by 1st September 2022. Fees can be paid by BACS payment (account details on request).
4. Traders must arrive on Friday 9th Sept by 1pm to set up the stall. Stalls cannot be taken down until 1pm on Monday 12th
5. Traders are responsible to ensure their structure is adequately secured, in case of severe weather, for stability. Unsuitable or unsafe structures may be required to be removed.
6. Unless in exceptional circumstances, stalls should be manned from Fri: 6 - 7.30pm, Sat & Sun: 10am - 10.45am, 12-1pm, 5-6.45pm and 45 mins after evening meeting finishes, Mon: 10-10.45am
7. The event management will undertake a brief inspection of all stalls prior to the event commencing.
8. No amplified music is to be played from your stall.
9. Smoking is prohibited onsite during the convention.
10. Trading pitches will be allocated by the Events Team.
11. No unauthorised traders or sub-letting of pitches.
12. No third-party sponsorship is to be displayed on the site without permission from the Event organisers.
13. Traders are responsible for clearing up their own rubbish. Stall holders are liable to a charge of £20 per stall if any litter or waste is left in at your stall on your departure. A member of the Events team will be available to check your stall area before your departure. If you are unsure what to do with waste, please ask a member of Events team.
14. Liability disclaimer – Cairngorms Convention team, their servants or agents will not be responsible for any accident, loss, or damage however caused, that may occur to any trader, his/her servants or agents, or his/her property brought onto the convention site, or whilst entering or leaving the site. Please ensure all stallholders and helpers are vigilant.

**Any departure from these conditions of trading could result in the stallholder being asked to leave the site without refund of pitch fee**