



Booking Form for Stallholders - Shenfield Parish Hall

Your Information:

Name: _____ Business Name: _____
 Address (home): _____ Address (business): _____

 Post Code: _____ Post Code: _____
 Mobile Phone:* _____ Email Address:** _____
 Alternate Phone: _____

*We will use this number to contact you on market days.
 **We will use this email address as our primary method of contact with you.

Tell us about your exciting products or service! Please provide full details of articles to be sold on your stall. Please attach pictures and give full details, including a website address if you have one. Attach a separate sheet if needed.

Dates you wish to book*:

Market Dates			Category 1 Stall £35 per Market Date £15 Deposit/Market Date	Category 2 Stall £40 per Market Date £15 Deposit/Market Date
<i>Note: full payment for December now required.</i>				
2	Saturday	17th December	2011	
3	Saturday	11th February	2012	
Totals:			£	£

Please refer to *Terms & Conditions for Stallholders* for definitions of Category 1 and Category 2 stalls.

See *Terms & Conditions for Stallholders* - indicate to the left if you are making a £15 deposit or full payment (£35 or £40).

*With your booking, enjoy a 1 month COMPLIMENTARY Online Store in the VintageVictory.com Marketplace. Simply open your profile and contact us to activate your online store.

Help us to promote you! What is your:

Website _____ Facebook _____
 Twitter _____ MySpace _____
 YouTube _____ LinkedIn _____

Do you intend to sell food? If yes, please attach your Food Hygiene Rating certificate here. Yes No

From time to time, for the purposes of promotion of the market, VintageVictory will take photographs and video of the market. Please confirm that your image/products may be used for this purpose. Yes No

Payment: £15 deposit per stall per Market Date. The balance is due no later than 8 weeks before Market Date. Booking is subject to the *Terms & Conditions for Stallholders*. Payment by electronic bank transfer is the preferred method. Cheques should be made payable to: AppleSeedEX Ltd.

Electronic payment to: AppleSeedEX Ltd, NatWest, sort code: 60 03 25, account: 77131681. Please quote your business name as reference.

I am 18 years of age or over. Please tick box to confirm.

I have read and agree to comply with the *Terms & Conditions for Stallholders* as may be updated from time to time and as available at www.VintageVictory.com. Please tick box to confirm.

I confirm the information that I have given above is true and correct to the best of my knowledge and belief.

Signature: _____ Date: _____

Our Information: Gerardo Yllescas | 07525 816 189
gerardo@vintagevictory.com Katy Brown | 07802 419 680
katy@vintagevictory.com

Please return booking form to: VintageVictory, 26 Hutton Road, Shenfield, Essex CM15 8LB.



Terms & Conditions for Stallholders

To participate in The VintageVictory Market, all stallholders are required to comply with these terms and conditions, as may be amended from time to time, and found at VintageVictory.com.

Markets are held at the Shenfield Parish Hall, 60 Hutton Road, Shenfield, Essex, CM15 8LB.

Payment and Bookings:

Bookings are made by completing the *Booking Form for Stallholders* (Booking Form) and making payment to VintageVictory as described on the Booking Form. At the time of booking, a £15 deposit per stall per date is required to reserve your space. The balance of payment is due no later than 8 weeks prior to the Market Date. Bookings are not confirmed until both the Booking Form and full payment have been accepted by VintageVictory. Should you choose to make payment in full at time of booking, your stall will be confirmed when the Booking Form and payment are accepted by VintageVictory.

Payment may be made through electronic bank transfer (preferred method), or by cheque. Unpaid cheques attract a £30 administration fee. Bank account details for payments:

Account Name: AppleSeedEX Ltd
Account Number: 77131681
Bank Sort Code: 60 03 25

Reference: please quote your trading name.

Stalls:

VintageVictory provides each stallholder with a designated stall space within the venue. Stall spaces are allocated at the discretion of VintageVictory. There are two types of stalls available:

Category 1: The stall space is approximately 6ft x 6ft. Included: a 6ft table and two chairs.

Category 2: Space sizes vary, but all are in excess of 6ft x 6ft. Included: a 6ft table, a 4ft table and two chairs. These spaces are bespoke and would suit clothes sellers (clothes racks not included), photographers, hair and make-up, and suchlike. The kitchen (fully equipped) is also classed as a Category 2 stall. Please contact us to discuss your requirements.

We respectfully request that your stall is decorated in an attractive manner, your table is covered with a cloth or other suitable covering, and that all extra stock is neatly positioned within your stall space. We ask that all items for sale are clearly marked, and that a returns policy is visible on your stall. Please note: the venue owners do not allow items to be "hung on, lodged against, nailed to or suspended from the internal walls." Please keep emergency exits clear at all times.

Food Sellers and Catering:

All food sellers and caterers should be registered with a council authority. Please attach your Food Hygiene Rating certificate to your Booking Form.

Trading Hours and Access:

A list of Market Dates is available at VintageVictory.com and is included on the Booking Form. Trading hours are 11:00am - 4:00pm.



Access to the market venue is at 10:00am (or earlier by prior arrangement). Stalls are to be fully set up and ready to trade 10 minutes before opening time, which is at 11am. Stalls are to be cleared away (excluding chairs and tables) between 4pm and 5pm.

Vehicles may be parked next to the venue for unloading and loading, after which time all vehicles should be parked in the paved area behind the venue, where parking is free. Alternate parking is available in the streets surrounding the venue - some of this parking is free, some is not. Vehicles must be removed from the front/side of the venue before 11am and must not return until 4pm. Please respect all emergency access routes and suchlike.

Amenities:

Power is supplied for electrical equipment. All electrical equipment must have up-to-date PAT testing. It is the stallholder's responsibility to ensure that there are no trailing leads or suchlike protruding from the stallholder's pitch. Please contact us in advance if you require a power supply.

Toilets - the venue is equipped with men's, ladies' and disabled loos, and with baby changing facilities.

Rubbish - please leave the venue as you would hope to find it, removing all of your rubbish.

Other:

Stallholders are to be compliant with all Trading Standards and Environmental Health legislation. Illegal and counterfeit items are STRICTLY forbidden for sale. Any person, business or stallholder suspected of dealing with such illegal and/or counterfeit items will be reported to the authorities immediately.

VintageVictory is not liable for any loss, damage or theft of items. You, the stallholder, are responsible for your property and your safety.

Please comply immediately with any and all instructions by the Emergency Services or VintageVictory.

Cancellation and Termination:

By You (the stallholder): Up to 8 weeks before the Market Date, except at the discretion of VintageVictory, your deposit is non-refundable. With notice of fewer than 8 weeks before Market Date you will forfeit 100% of the full fee amount.

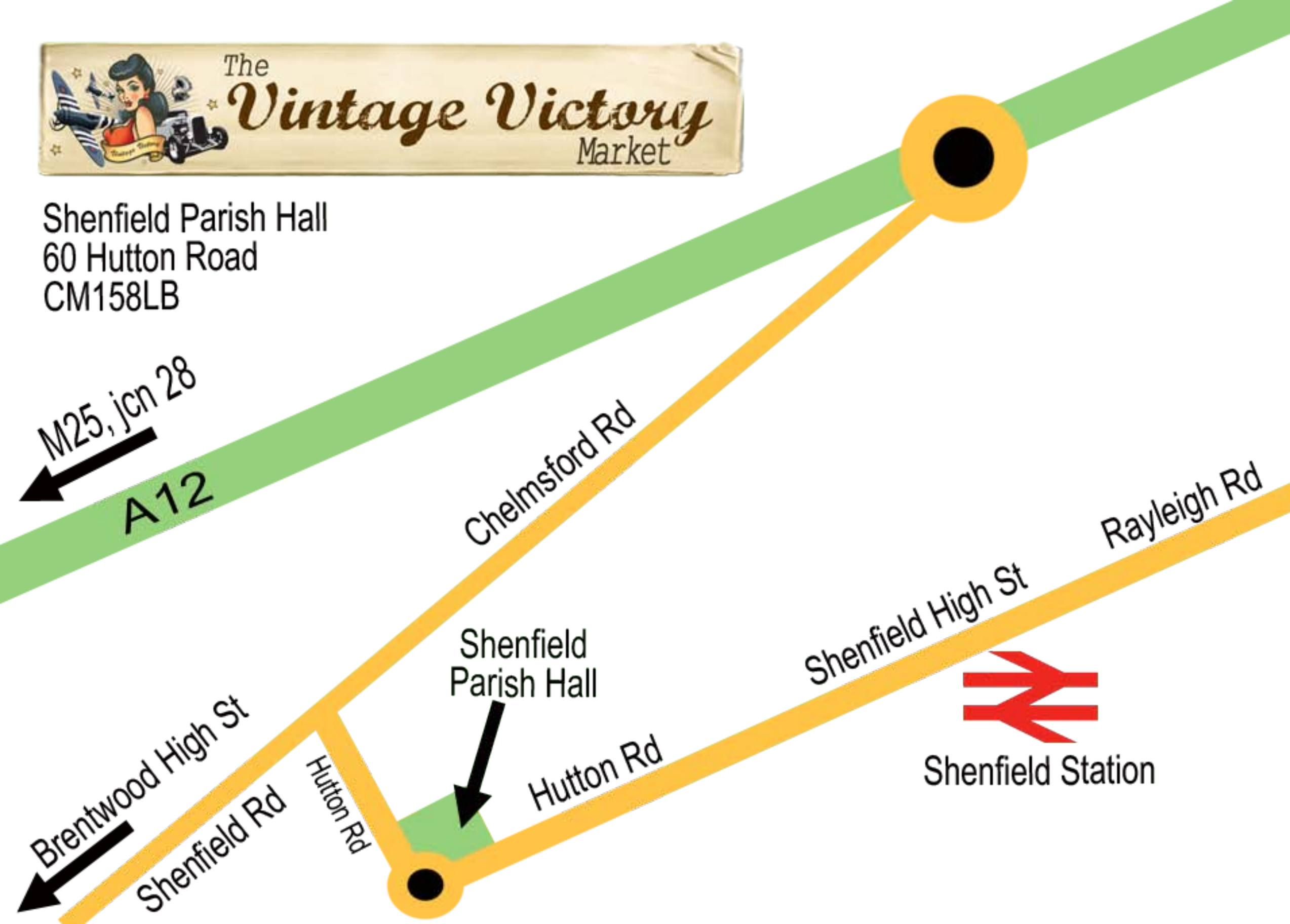
By Us (VintageVictory): If we cancel your stall space, we will refund booking fees we have received from you. If we cancel your market pitch as a result of your non-compliance - in our opinion - with these terms and conditions, you will forfeit up to 50% of any fees paid.

By force majeure or circumstances reasonably beyond our control: VintageVictory shall be under no liability for delay or failure to provide the venue or service as a result of any act or circumstance reasonably beyond our control, including, but not limited to: acts of God, legislation, terrorism, war, fire, failure of power supply, bad weather conditions, lock out or strike.

VintageVictory at its absolute discretion reserves the right to refuse any person or business a stall at the market. Any dispute arising will be dealt with at the sole discretion of VintageVictory.



Shenfield Parish Hall
60 Hutton Road
CM158LB



M25, jcn 28
A12

Chelmsford Rd

Shenfield High St

Rayleigh Rd

Brentwood High St
Shenfield Rd

Shenfield
Parish Hall

Hutton Rd

Shenfield Station