

# Cromer Carnival 2024

## Catering Stall

### Tender Form

Trading Name: .....

Address .....

.....

Post Code ..... Tel: (Code & No.).....

E-mail.....

Contact Name.....

My stall will be selling: .....

*(Please be as specific as possible, so we do not have too many stalls selling the same items)*

I wish to have a pitch size of: -

Pitch Type	SELECTED (Please Tick)
A – 3 meters x 3 meters	
B – 6 meters x 6 meters	
C – 10 meters x 6 meters	

I wish to attend Cromer Carnival on the following days (please tick):-

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday (Evening Only)	Friday (Evening Only)

- Trading Times and Vehicle movement - please see attached Guidance Notes
- Limited places will be available on the Thursday at the fireworks and Friday evening at the fancy dress dance, pitches will be allocated on a first come, first served basis.

Included within my pitch size will be parking of a: .....

*(Please indicate type of vehicle e.g. car, van, caravan, which is essential to the running of the stall)*

- Should my application be accepted, my agreed Tender would be :- £..... and agree to pay a 10% non-refundable deposit. The deposit is payable due to the high volume of no-shows.

**DISCLAIMER**

I acknowledge that the stall on the site will be operated by me or on my behalf. I accept that any breach of this acknowledgement will result in the removal of my equipment from the site and that future applications for ground space will be affected in the future.

The information you provide (*personal information such as name, address, email address, phone number and any other relevant information*) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to Cromer Carnival (*Cromer V.E.O. Limited*). Your personal information will not be shared with any third party other than for internal or external audit purposes (*if applicable*).

I agree that I have read and understand Cromer Carnival’s (*Cromer V.E.O. Limited*) Privacy Notice. I agree by signing below that Cromer Carnival (*Cromer V.E.O. Limited*) may process my personal information for providing information and corresponding with me. I agree that Cromer Carnival (*Cromer V.E.O. Limited*) can keep my contact information data until I request its removal. I have the right to request modification on the information that you keep on record. I have the right to withdraw my consent and request that my details are removed from your database.

Signed: .....

Print Name:- .....

Date: .....

Please Return your complete Form to:-

Andi Bonnett, Cromer Carnival

- Postal Address:- 18 Emerys Close, Northrepps, Cromer, Norfolk, NR27 0NE,
- Email Address:- andibonnett@icloud.com

## **Guidance Notes**

All traders are required to be set up on site 1 hour **BEFORE** the below stated trading times, as there is no vehicular movement on the site after this time (*apart from Emergency Vehicles and Official vehicles*). Anyone arriving after this time will be refused access. On Carnival Day after the arena events have completed, please pack up and wait with your vehicle until a security guard escorts you off site. This is due to the high volume of foot fall we have. Failure to comply will jeopardise any further applications to attend.

Trading times will be as follows;

- Saturday 17<sup>th</sup> August 10.00am until 4.00pm,
- Sunday 18<sup>th</sup> August 10.00am until 4.00pm,
- Monday 19<sup>th</sup> August 10.00am until 4.00pm,
- Tuesday 20<sup>th</sup> August 10.00am until 4.30pm,
- Wednesday 21<sup>st</sup> August 9.00am until midnight (approx),
- Thursday 22<sup>nd</sup> August 5.30pm until midnight (approx),
- Friday 23<sup>rd</sup> August 1900hrs until midnight (approx).

The times given are the permitted trading hours and should be used as a guide when submitting your application. For Wednesday and Thursday, you will be given a more accurate time to stop trading on the evening, this is dependent on the level of people still at the event and weather conditions.

### **Cromer VEO Ltd - Right to Reject**

- Cromer VEO Ltd. reserves the right to reject any application.
- Cromer VEO Ltd. reserves the right to decline at any stage the admission of any proposed exhibit or any exhibit already delivered. In such cases the fees may, at the discretion of Cromer VEO Ltd. be refunded and, if refunded shall be accepted by the exhibitor in full satisfaction of any claims against Cromer VEO Ltd.

### **Cancellation Charges**

- All cancellations made after payment received will incur a £10 administration fee.
- Stalls cancelled less than 6 weeks prior to the event will not be refunded.

### **Cromer VEO Ltd's Responsibilities: -**

- Cromer VEO Ltd. reserves the right to postpone, cancel, or curtail the Carnival. Where such a decision is made as the result of events outside the reasonable control of Cromer VEO Ltd (*including adverse weather conditions*), it shall not incur liability for loss or damage nor refund any fees and charges paid.
- Cromer VEO Ltd. shall not be responsible for any loss or damage arising from any error in the apportionment of space or for any encroachment by an exhibitor on the space apportioned to another.
- Cromer VEO Ltd. excludes all liability for loss of earnings arising from any Incident beyond the control of the Carnival Organisers.

### **TERMS AND CONDITIONS**

- **NO** caterers are permitted to sell teas, coffees, alcohol or soft drinks on site as these are sold by the Carnival Committee, with all proceeds going to charity.
- **Allocation of Pitches** - The allocation of the space available and the positioning of stands will be at the discretion of Cromer Carnival. who reserves the right to relocate your pitch at any time before your arrival if deemed necessary.
- **Allocated Pitches** will be marked clearly and exhibitors should endeavour to fill their entire pitch and remain within their own boundaries.
- **The stallholder** is responsible for the erection of their stall and for providing their own gazebo and any other equipment required for use in their stall/pitch. It is the exhibitor's responsibility to make sure gazebos are secured safely.
- **Any stall/ pitch holder** found to be operating outside their assigned area would be asked to adjust their stall to fit the agreed size.
- **Each exhibitor** shall be held responsible for the behaviour of his/her staff and for the consequences of any misconduct by them.
- **Generators** must be guarded/protected from the general public. Failure to do this may result in the stall being closed down until any issue is rectified. The Generator used should be fully tested and certified and is acoustically silent in order that the equipment disturbs no other exhibitor. Any fuel supply for the device must be stored safely and only in purpose made clearly labelled metal or approved plastic containers. No more than five litres of fuel may be stored at any one time.
- **All exhibitors** are responsible for their fire safety of their own stand and must supply they're own firefighting equipment. Fire extinguishers must be visible and accessible and been checked and validated every year by an approved engineer. The exhibitor must comply with the fire safety regulation set down by Norfolk Fire & Rescue Service.
- **All exhibitor** shall ensure that any product displayed or offered for sale conforms to all UK law and legislation, including, but not limited to, Health & Safety and Trade Descriptions legislation.
- **The sale** of Offensive Weapons, Knives, Bladed and Pointed Articles are strictly prohibited.

- Each exhibitor shall be solely responsible for any loss, injury or damage arising from any article or property exhibited or brought onto the Carnival grounds. Each exhibitor shall indemnify Cromer VEO Ltd. on account or in respect of any such damage or injury, which may be so caused.
- **Cromer VEO Ltd** recommends that show exhibitors and Caterers use biodegradable items whenever possible.

**Failure to supply the following will jeopardise any bookings:-**

- **All exhibitors** must supply Risk Assessment in full. The Cromer VEO does not take any responsibility for incorrectly completed Risk Assessment Forms or any enforcement resulting from such actions.
- **All exhibitors** must supply Valid Insurance Policy in the stalls trading name,
- **ALL exhibitors** must supply an Electrical PAT and a Gas Safe Certificate in the stalls trading name.
- **ALL Caterers** must confirm the name of the issuing Council of their Food Hygiene certificate. As we are legally obliged to submit this to North Norfolk District Council.
- **ALL Caterers** must comply with **Natasha's Law**, you must list all the ingredients on individual packaging of products that are considered pre-packed for direct sale (PPDS). Products made at a customer's request do not need to carry an allergen label, but this information must be available to customers if they ask for it.

Please sign and return this to confirm acceptances of the above

SIGNED:- .....

PRINT NAME:- .....

DATE:-.....