



HSCA Stall Holder Application Form

Event: Hook Schools Community Association (HSCA) Christmas Fair
Date: 7th December 2024 (11am to 3pm)
Location: Hook Junior School, Ravenscroft, Hook, Hampshire, RG27 9NN
Enquiries: hscaevents@gmail.com

Dear Stallholder/exhibitor

Thank you for your interest in attending the Hook Schools Community Association Christmas Fair 2024. We are looking forward to working with you to put on a fantastic event that we expect to be attended by approximately 1000 adults and children. There is no charge for those attendees to join this event which is delivered so that our students and community are able to enjoy festive fun and games in the run up to Christmas each year.

This year's event will be held on 7th December 2024 between 11am and 3pm at Hook Junior School, Ravenscroft, Hook, RG27 9NN.

Set-up will take place from 9:45am and parking is available on site. All stall holders/exhibitors are required to have their stalls set up and ready by 10:30 and not packed down until 15:00. All exhibitor stands need to be off site by 4pm.

If you would like to join us as a stallholder/exhibitor for this event, there are a few formalities that will enable us to run a safe event for all. Please read through the annexes prior to submitting your booking form, payment and supporting documents. All forms, payments and supporting documents need to be received by COB 23rd November 2024 to be included in our plans for the day. This letter includes the following annexes:

Annex A: Stallholder/exhibitor terms and conditions
Annex B: 3rd party declaration and booking form
Annex C: Example risk assessment template (for reference if helpful)

Thanks in advance for your support in delivering this fabulous event. If you have any questions please don't hesitate to email us at hscaevents@gmail.com, FAO Wendy Wates.

Kind regards
Wendy Wates
On behalf of the HSCA Events Team



ANNEX A: STALLHOLDER/EXHIBITOR TERMS AND CONDITIONS

"Event" means the event(s) for which you have expressed an interest in exhibiting at, specifically the Christmas Fair 2024. "HSCA", "us" or "Organisers" means the Hook Schools Community Association, a charity incorporated in England and Wales, charity number 281872; its trustees, events team and contractors. "Terms and Conditions" means these terms and conditions. "You" or "Stallholders" or "Exhibitors" means you as the stallholder/exhibitor and "Your" shall be read accordingly.

1. Stallholders/Exhibitors are entitled to one table (approx. 2.5m x 1m) and two chairs for the duration of the event. Please indicate whether you require a table to be provided by the HSCA and how many chairs are required on the attached booking form.
2. Stallholders/Exhibitors must ensure that their stand is attended for the duration of the event. HSCA cannot accept responsibility for Stallholder's/Exhibitor's stands at any time.
3. Stallholders/Exhibitors should remain within their designated pitches.
4. The allocation of space is at the discretion of the Organisers. The Organisers reserve the right to change pitches. Reasonable space must be left around pitches for access.
5. Stallholders/Exhibitors will have access to the site from 9:45am and all exhibitor stands are to be set up and ready by 10:30am. Please let us know if you need longer.
6. No stand may be dismantled before 3pm.
7. Stands must be dismantled and vacated by 4pm.
8. All litter must be removed from your stands and placed in a bin or taken away.
9. The use of loudspeakers is prohibited.
10. Any electrical equipment used by stallholders will need to be reviewed/inspected on arrival to ensure safe (i.e. PAT tested or in good working condition).
11. Stallholders/Exhibitors are fully responsible and liable for their own stands and products. It is the responsibility of the Stallholder/Exhibitor to have the relevant insurances required to cover themselves and third parties should this be required. You will need your own public liability insurance for the event, **please provide a copy of your public liability insurance certificate** (as required by our own insurer). Any 'hobbyists', i.e. those that are not a registered business, or vendor, or sole trader, whose income does not exceed £1,000 per annum, are not required to have Public Liability Proof (PLI).
12. The Organisers and its agents shall not in any way, unless legally liable, be responsible for: any claim for compensation or otherwise due to the holding of goods associated with the event, or anything else arising out of or in connection with the event; any accident that may occur, or for the death, injury, disease or loss arising from an accident at the event; any loss or damage whatsoever arising from abandonment, cancellation and any such eventuality.
13. Wendy Wates is your primary Hook Schools Community Association contact on the day.
14. Failure on behalf of the Stallholder/Exhibitor/Applicant to abide by any of these conditions may be regarded as a breach of contract and as a result, asked to either not attend or to leave the Event site. Please retain a copy of these conditions for your own information.
15. The organisers decisions on all matters is final.
16. These conditions are guidelines for stallholders/exhibitors and may be supplemented or amended at the discretion of the Organisers without prior notice.



ANNEX B: 3RD PARTY DECLARATION AND BOOKING FORM

ASSOCIATION DETAILS - EVENT DETAILS, PLEASE DO NOT CHANGE.

Association Name	Hook Schools Community Association (HSCA)
Date and Time of Event	Saturday 22nd June 11am-3pm
Address of event	HSCA c/o Hook Junior School, Ravenscroft, Hook, Hampshire RG27 9NN
Description of Event	HSCA Christmas Fair

THIRD-PARTY/STALLHOLDER/EXHIBITOR DETAILS - ALL STALLHOLDERS/EXHIBITORS.

Name of person making the declaration and booking	
Third-party/stallholder/exhibitor email	
Third-party/stallholder/exhibitor telephone number	
Third-party/stallholder/exhibitor business name	
Third party/stallholder/exhibitor commercial status	Commercial (£25)
	Not for profit/charity (Free)
Emergency contact	

PUBLIC LIABILITY SECTION - FOR PROFESSIONAL BUSINESSES, VENDORS OR SOLE TRADERS.

Insurance Provider	
Policy Number	
Renewal Date	
Limit of Indemnity	
Have Insurance certificates been sent with this declaration/booking.	
Are all the necessary food safety hygiene certificate attached and up to date?	

EQUIPMENT, PRODUCTS AND SERVICES - FOR ALL STALLHOLDERS/EXHIBITORS.

EQUIPMENT REQUIREMENTS How many tables, chairs and electrical points are needed?	Tables:	
	Electrical Points:	
	Chairs:	
EQUIPMENT BEING BROUGHT ONTO SITE? Please detail equipment being brought onto site and confirm that all recommended safety checks have been completed (e.g. PAT testing, PIPA)		
Equipment	Testing Requirement	Last Tested Date



PRODUCTS & SERVICES

Please describe the products and/or services you will be selling/providing

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RAFFLE PRIZES

Are you able to provide a raffle prize please? If so, thank you (!) and please provide details here:

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RISK ASSESSMENT COMPLETION CONFIRMATION - ALL STALLHOLDERS/EXHIBITORS

All Stallholders/Exhibitors must provide a completed risk assessment with this 3rd party declaration and booking form (A template is provided at Annex C if helpful).

DECLARATION:

By completing this declaration and booking form I confirm that (please tick as appropriate):

I have read and agree to the stallholder/exhibitor Term and Conditions at Annex A

I have completed and attached a risk assessment for this HSCA Christmas Fair 2024

I have either: Paid the Stall Fee of £25 via BACS Cash

or I am a not for profit/charity and have not made any payment

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I have either:

Provided a copy of our public liability insurance and any food hygiene certificates (where applicable) as a professional business, vendor, or sole trader; or

Not provided public liability insurance or any food hygiene certificates as I am not a professional business, vendor or sole trader and annual earnings do not exceed £1,000.

NAME:

SIGNATURE:

DATE:

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ELECTRONIC BANK TRANSFER DETAILS:

Account Name: Hook Schools Community Association

Account Number: **80138500** Sort code: **60-02-49**

Please use your stallholder/exhibitor name as reference.

Please return booking form by email to: hscaevents@gmail.com.

Completed declaration and booking forms will be retained. In the event of an insurance claim, the HSCA may be expected to provide a copy to Zurich Insurance Company Ltd.



ANNEX C: EXAMPLE RISK ASSESSMENT TEMPLATE (FOR REFERENCE IF HELPFUL)

All stallholders/exhibitors are asked to confirm that they have carried out a risk assessment for the proposed activity and submit that assessment as part of their declaration and booking. The below is provided as a potential example template if you don't have one.

RISK ASSESSMENT FORM

ACTIVITY:		ASSESSMENT DATE:			REVIEW DATE:	
HAZARD AND RISK	PEOPLE AT RISK	OUR CONTROLS	OUR FUTURE CONTROLS	RISK LEVEL (HIGH, MED, LOW)	TARGET DATE COMPLETION	CONTROL OWNER
Assessor's signature:			Event organiser's signature:			
Date:			Date:			