

Presented by Eastbourne Bonfire Society

Eastbourne Steampunk Festival

8th & 9th September 2018

Stall Holders Checklist

IMPORTANT NOTICE: Please complete this check list when completing your Booking Form. There are things on this list that you will need to undertake several months prior to the event and failure to comply may prevent you from trading.

This checklist is for you to retain.

■ **BOOKING FORM:** To be completed (please remember to sign and date it) and returned to the email address or postal address below as soon as possible, but no later than: **31/8/18**

■ **PAYMENT:** Receipts will be issued via email/post as appropriate.

Cheque - with booking form. Please make payable to "Eastbourne Bonfire Society Ltd." and ensure your Trading Name is written on the reverse.

BACS - Sort Code: 40-20-06 Account No: 62142163

Please use your Trading Name as your reference.

Please ensure cheques are fully completed, signed and dated. Post-dated cheques will not be accepted, and your pitch may be forfeited.

N.B. Any charges incurred by Eastbourne Bonfire Society as a result of dishonoured payments will be added to your subsequent payment.

■ **YOUR RISK ASSESSMENT:** This should be submitted to the email address or postal address below *with your Booking Form*. This is so that it can be checked, and any concerns remedied. Unfortunately, an unsatisfactory risk assessment will mean you are unable to trade.

■ **PUBLIC LIABILITY INSURANCE CERTIFICATE:** This **must** be for a minimum cover of £5 million - no exceptions can be made to this limit.

This should be submitted with your Booking Form. The only exception to this is where your renewal date falls after the date of your payment, in which case you should then get this to us as soon as possible thereafter AND you **MUST** inform us of the renewal date on your booking form.

REMINDER: My PLI renewal date is/...../20.....

N.B. Without a valid PLI certificate showing the necessary level of cover, you

WILL NOT be able to trade under ANY circumstances.

■ **GAS SAFETY CERTIFICATES:** As for the Public Liability Insurance above.

REMINDER: My Gas Safety Certificate renewal date is/...../20.....

■ **GENERATOR SAFETY/TEST CERTIFICATE:** As for the Public Liability Insurance above.

REMINDER: My Generator Safety/Test Certificate
renewal date is/...../20.....

■ **FOOD HYGIENE CERTIFICATE:** This is usually valid for 5 years, but the more up to date the better for your reputation. This **MUST** be displayed in your stall/van for public to see.

■ **FIRE EXTINGUISHER (1kg):** All stall holders and traders are required by law to have this accessible at all times. This should be confirmed by you in your risk assessment.

N.B. You will be asked to show your fire extinguisher **BEFORE** entering the site as a condition of entry so please make sure you have it available. **ENTRY WILL NOT BE PERMITTED WITHOUT SIGHT OF AN APPROPRIATE IN DATE FIRE EXTINGUISHER.**

REMINDER: My fire extinguisher expiry/check date is/...../20.....

■ **MARKET STALLS ONLY:** You should bring extra tarpaulin and clips for your stall, if required.

■ **GAZEBO WEIGHTS AND GUY ROPES:** You should ensure your gazebo is anchored securely - appropriate weights and guy ropes should be considered.

CORRESPONDENCE:

By email: eastbournesteampunkfestival@outlook.com

By post: EBS Steampunk Festival, 73 Eastbourne Road, Willingdon, Eastbourne, East Sussex, BN20 9NR

Website:

Facebook: <https://www.facebook.com/EastbourneSteampunkFestival/?fref=ts>