



BLAST OFF! Festival
Retro & Vintage Market & Record Fair
www.blastoff-festival.co.uk

All stalls will be inside the Nottingham Irish Centre and it will be open to the general public on Saturday 11th November 2017 daytime (11am-4pm).

For more info or questions contact: vintage-market@blastoff-festival.co.uk
Once your application has been accepted payment must be made within 5 days:

BACS - DBM-Group (ref: Blast Off! Market-your name) - Account No. 10449575 - Sort Code 16-26-32
PAYPAL - paypal@blastoff-festival.co.uk (add 5% fees)

Market address: Nottingham Irish Centre, 2-4 Wilfred Street, Nottingham, NG2 1AA

STALL HOLDER DETAILS

Name: _____

Trading name: _____

Address: _____

Phone number: _____

Website/other links: _____

STALL PRICE INFO

With tables/chair included

- Half stall - consist of half of a 1.8m trestle table with additional front space: £30
- Full stall - consist of one 1.8m table with additional front space: £55
- Double stall - consists of two 1.8m tables with additional front space: £100

Without tables/chair (stallholders to supply their own table/chair)

- Full stall - space for one 1.8m table with additional front space: £40
- Double stall - space for two 1.8m tables with additional front space: £75

Do you need electricity? _____

Car Park (extra fee of £4.00)? _____ Car Registration Plate _____

Other requirements: _____

TERMS AND CONDITIONS

1. **STALL CONFIRMATION** - The reservation of a stall is only confirmed after full payment has been received. Payment should be made within 5 days otherwise you will lose your placement. Receipts can be issued by request through e-mail.
2. **CANCELLATIONS / REFUNDS** - Cancellations made 14 days prior to the event: stallholders are liable to pay up to 50% of their stall fee. Cancellation cannot be made within 14 days of the event: stallholders will be liable to pay the full fee amount. No refunds can be given for non attendance by the stallholder for whatever reason e.g. bad weather.
3. **SET UP AND MOVE OUT** - Stallholders set up is from 9:30am to 10:50am. Stalls must be manned and ready for trading by 11am. Vehicles are not permitted to enter the venue parking after 10:45am. Vehicles without a valid parking ticket must vacate the car park by 10:45am. Venue doors open to the public at 11am and close at 4:00pm. Stallholders should not pack and/or leave the venue before 4:00pm. All stallholders must be off the premises by 6:30pm.
4. **PARKING** - Parking is available for stallholders at the venue car park on Saturday from 9:15am for an extra fee of £4.00. Your registration number is needed so we can allocate a parking space. Only 1 vehicle per stall. Vehicles should be removed from parking area no later than 6:45pm. Please note that all vehicles and their contents are parked/left at their owners own risk. Blast Off! Festival cannot accept any responsibility for loss or damage to any vehicle or their contents.
5. **STALL PRESENTATION** - Stallholders will be provided with a table or space for the table size booked required plus one chair. All tables should be covered with a black sheet or any appropriate fabric. Tables and chairs should not be moved. Stallholders can bring an extra clothing rail or a small table as an extension to the stall at no extra charge. Stallholders should provide their own carrier bags. Stallholders must keep their stall(s) tidy at all times, with all empty boxes and containers stored out of sight. At the close of the day stallholders should clear the stall area and the room should be returned to its original configuration. Any rubbish produced during the event must be taken off site – there are no facilities for the disposal of rubbish on site.
6. **INSURANCE** - Stallholders should be responsible to have their own insurance and expected to have an all eventualities coverage. The venue and the organiser accepts no liability for damage or loss from the stallholders at any time during the event, including loading, unloading, setting up and dismantling time. Stallholders selling consumables must hold their own Public Liability Insurance and be able to provide a copy upon application.
7. **PETS** - No pets are allowed. Stallholders are not permitted to bring pets, even if they remain in a vehicle parked on site.
8. **SMOKING** - Smoking and the use of electronic cigarettes (vaping devices) are strictly forbidden inside the venue. There are designated smoking areas outside the main building.
9. **MEDIA** - Stallholders should email us a logo, a photo and a description of the product and agree that it can be used for promotional purposes on the festival's and/or third parties websites and other social media. Stallholders should give full co-operation to the publicity of the event to maximise coverage for mutual benefit.
10. **AGREEMENT** - Stallholders payment acknowledges that the stallholder thereby acknowledges and makes an agreement to adhere to all of the terms and conditions stated above.