

Application, Payment and Cancellation statement

Named Persons and contact details

Organiser, President and Project Manager	Duncan Cashmore	07984 986350
Deputy Organiser and Project Manager	Sue Bains	07969868450
Stour Valley Lions Club Treasurer	Graham Williamson	

APPLICATIONS

1. Submission of an application form does not guarantee attendance of a Vendor at the Event. The Organiser will select Vendors based on their suitability for the Event and their likely appeal to visitors.
2. The Organiser reserves the right to refuse any application, or part thereof, at any time, without stating a reason. The Organiser's decision is final in this regard and no reasons for the rejection of an application will be given.
3. Stalls can only be booked for the entire duration of the event and Vendors are expected to be in attendance throughout the event.
4. If selected to attend the Event, the Vendor will be requested to pay the booking fee in full, produce evidence of compliance with food and hygiene standards and public liability insurance, through emailing photographic copies of the relevant certification to the event email address (shipstonfoodfestival@mail.com). The relevant certification should also be available for inspection by the Organiser on the day of the event.
5. Confirmation of attendance of a Vendor at the event will be confirmed by email once payment has been made and copies of relevant certification received.

PAYMENT

1. Vendors will be contacted by email in the first instance for payment following submission of a completed application form indicating compliance with all requirements.
2. Payment of £50 should be made by BACS/Bank Transfer
3. PLEASE ENSURE YOU PROVIDE YOUR NAME AND REFERENCE NUMBER as shown on the confirmation email, with your payment.

Account Name: **Stour Valley Lions**

Sort Code: **30-98-90**

Account Number: **16589960**

4. Receipts will be sent after confirmation and payment by email.
5. Payments must be made as soon as possible after submitting application as we cannot attempt any limitation on the type of stalls accepted before payment is made.

CANCELLATION

1. If the Event is cancelled by the Organiser, the Vendor's booking fees will be refunded in full. The Organiser will not be liable for any other losses or costs incurred by the Exhibitor.
2. If the Vendor cancels within a month of the event, no refund will be issued. Cancellations received in writing up to midnight on 10th August 2023, a full refund will be issued.

The Organiser: Stour Valley Lions, persons named above

The Event: Shipston Food Festival 2023: 10th September 2023

The Vendor: Applicants for a stall at the Event

