

PAYMENT DETAILS.
ACCOUNT NAME; AFRICAN DIASPORA FOUNDATION
SORT CODE; 23-05-80
ACCOUNT : 36941839

African diaspora festival

Stall Application Form 2024

Please fill out all boxes; any unfilled information will delay your application. Applications **must** be accompanied by correct fees, risk assessment, copy of public liability insurance and fire-retardant certification for those bringing their own marquees or gazebos. And the **colour** of the gazebo **has to be shared in advance**.

Contact Details:

Name:	
Company trading name:	
Address:	
Telephone:	
Mobile:	
E-Mail:	
Website:	
Contact name and mobile at event (if different from the above.)	

Concession details:

What will you be selling/services providing? Provide as much detail as possible. Please state if you need electricity and water	

Booking terms and conditions

- All required documentation must accompany the completed booking form. Missing information or documentation may result in delay or cancellation.
- Traders must hold public liability insurance for a minimum of £1 million for the duration of event applied for.
- Traders must provide all health and safety documentation including method statements, risk assessments, etc. for inspection upon request to the event organiser **(Food stall)**
- Completion of an application form does not guarantee a stall without payment. Confirmation along with access details and permits will be sent once application and payments are received.
- Only those goods/services detailed on the booking form may be sold from your concession.
- Refund of fees due to cancellation whether by organiser or trader is at the discretion of the event organiser. **FAILURE TO TURN UP ON THE DAY WILL NOT RESULT IN A REFUND. FOUR WEEKS NOTICE MUST BE GIVEN FOR A REFUND TO BE CONSIDERED.**
- All display material and goods for sale must be positioned within the allotted area and must not obstruct pathways.
- Traders must ensure that all structures be sound, secured firmly to the ground and able to withstand adverse weather conditions. Trip hazards (e.g. guide ropes) must be clearly marked.
- Allotted space must be clear of waste during events and after using the skip provided.
- Traders are responsible for their goods whilst travelling to and from event sites and during the events themselves.
- **Provided equipment are table, chairs and marquees (3m by 3m).**

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- Any marquees/gazebos must be of excellent quality which apply with any British Standards for manufacture and able to withstand various weather conditions. They must be well tethered and are the full responsibility of the stall holder.
- Prohibited items - No tobacco, alcohol, weapons, or wax flares will be sold at any events.
- Glass will not be allowed at event sites.
- Traders are responsible for loss or damage occasioned to the event sites or visiting persons as a result of their negligence.

- All support vehicles and cars must be off site by 9:30 am on 6th July. There will be no vehicular access during events; any disrespect of site safety rules may compromise future bookings.
- Traders will not be allowed to leave event sites until event has finished and the public have left the site.
- Petrol generators are strictly prohibited.
- The event organiser maintains the right to invite and accept which ever stalls/traders are appropriate to the events. There is no right to product exclusivity.
- **The African Diaspora Foundation reserves the right to cancel or postpone any events at any given notice.**

Declaration- I understand the booking conditions and will abide by them at all times. declare that all information given is correct and all required documentation accompanies this application.

Signed:

Date:

Please return to:

Email: info@africandiasporafoundation.co.uk / admin@africandiasporafoundation.co.uk

Queries to 07530953784/07578552929 respectively.

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