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**ENTERTAINER BOOKING FORM**

 **All bookings are subject to the LSM Traders terms and conditions which are on the website and must be read in full.**

https://www.leedssteampunkmarket.co.uk/attractions.php

**~~ Please read the notes at the end of the form for guidance on the sections ~~**

**YOU DO NOT NEED TO PRINT THIS FORM OFF – CLICK ENABLE EDITING AT THE TOP, FILL IN ONLINE, RESAVE AS A NEW NAME AND EMAIL IT BACK TO ME WITH YOUR PLI & R.A.**

|  |  |
| --- | --- |
| Company Name |       |
| Address |       |
|  |  |
| Landline No |       | Mobile No |       |
| Email Address |       |
| Backup 2nd email |       |
| Contact Name |       |
| Please give a detailed description of your products/services.It is important to give us detailed information as we like to offer our customers a variety of products and not over saturate any product category, therefore you may only be permitted to sell the products you list here and may be asked to remove any items not listed from sale at the event. Please also attach a selection of high-res photos to show examples of your products. |
|       |
| Any health problems we need to know about? \*\* |       |
| Do you require power? \*\*\* |       |
| **\*\*\*\*** Own table? |  |
| **\*\*\*\*\*** Pitch size single/double or space needed |  |
| **\*\*\*\*\*\*** Duration  |  |
| Price/cost? |  |
| Which date/dates?Which day/s? Please specify if more than one as we do 5 a year\***\*Delete/highlight as appropriate** | 2nd – 3rd May 2020 | \*Sat only / Sun only / both days / tbc |
| 4th – 5th July 2020 | \*Sat only / Sun only / both days / tbc |
| 3rd – 4th October 2020 | \*Sat only / Sun only / both days / tbc |
| Dec date tbc 5/6 Dec 2020 | \*Advise if interested anyway |
| Similar dates in 2021 yet tbc | \*Advise if interested anyway |
|
| PLI & Risk Assessment attached? **\*\*\*\*\*\*\*** |  |
| Website/Online Shop Address |  |
| Facebook page url |  |
| Facebook profile url |       |
| Please add any further notes or comments here |       |
| Signed |       |
| Date |       |
|  |  |

On receipt of this form, an email will be sent as a courtesy reply. The email for the event you book in for will be sent within a week of the one preceding it being finished with. Please reply to the email to confirm you’re still able to do it. If you don’t see one, email me in case yours has gone into spam.

If payment is agreed, I’ll email you for your bank details to do a transfer.

Any delay means your spot could be filled by someone else if the event fills up.

Cut off dates are usually 1 week before the event.

No pitch/entertainer is confirmed without an email from LSM to confirm.

Thank you for your understanding.

**\*\*** With regards to health, we don't just mean mobility problems - some of our venues have working machinery where it may affect things like asthma.

\*\*\* PAT certificates needed for all electrical items if over a year old!

**\*\*\*\*** Really helpful if you do have your own table as venues may not supply enough for all traders. Some venues have none whatsoever, so we pay to hire 50 in. It makes it far easier for us that way so you might not need to bring yours but will let you know. Please advise if you need your own table if it is set up to hold a framework or whatever or you just prefer to use your own. On all events do advise if yours is not a standard 2’ x 6’ (some are 2’6” deep as opposed to 2’).

**\*\*\*\*\*** Please check pitch details on the website for the relevant event regarding how pitches are laid out to see what size pitch you need. If you want to fit two 6’ tables / rails you will need a double. Some venues supply metric sized tables which give the same footprint as a 6’ x 2’.

**\*\*\*\*\*\*** Please Let me know how long a performance set is, musical, dancers etc is 1 x 30 min set each day. Wandering magician etc is roaming for 2 hours.

**\*\*\*\*\*\*\*** The only reason for replying "no" to previous question is because you've not got it yet and getting it started closer to the date of the event as new trader.

Send either the original downloaded document the insurers sent you. It will be called “Statement Of Insurance” or “Certificate Of Insurance”. If not scan it in and send as an attachment. If you are taking a photo please ensure you have a large size/resolution so that I can zoom in on it and read it! Then attach it to the email. Most insurance companies will allow you to take out PLI (or renew it) and for it to be dated in advance commencing from the actual trading date to save you paying for dead time. If you are with A&N/Axisweb/NMTF etc I know their PLI runs for a year so send me proof of your membership as well.

Risk Assessment form is on the website here, just download it, add your name and resave as a new name. <https://www.leedssteampunkmarket.co.uk/trader-information.php>