

Victorian Events Application Guide & Instructions

- You will need to choose your trading category. (Standard Stall, Hot food and drink or *Catering)
*Catering is not available on all Victorian events, but the webpage will advise you)
- Download the Application form in your category and complete in full (Must be signed)
- Please ensure you include photographs of your products or own unit, we will not be able to process any applications without these.
- Include a copy of your public liability insurance (If this expires before the event, mark this on your form and you will need to forward us an updated copy before the event.
- Please choose your street location **Stratford upon Avon only**. In other towns and cities there is no option to choose street location.
- Please read all the terms and conditions. (You will find these on the website)
- Please note strict criteria for these events is Victorian dress for all workers on your stall at all times, failure to abide by this crucial condition will result in your stall being shut down.
- If you are happy with all the T's and C's, please ensure you sign and date the application form to agree.
- When submitting your form, we will need a deposit payment along with your application. We cannot process applications without this. If you don't want to put your card details on the form, that is no problem, we can call you for payment from the office over the phone or you can send a cheque, but please remember your form will not be processed further or looked at by our Directors until we have received this deposit payment.
- We cannot hold applications without payment for longer than 24 hours, so please be prepared to pay your deposit upon submission of the application.
- The deposit payment isn't a part payment towards the final balance, this is a bond between us to ensure all traders abide by the terms and conditions.
- Once application, photos, PLI and payment has been submitted (by email or by post), your application is then presented to the company directors. This happens once a month.
- If we can accept your line, we will write to inform you of this, with a letter explaining how much is due for your pitch fee and by what date.
- If we can't accept your line, we will write to inform you and refund your deposit payment in full immediately.
- Later in the year (usually around early November), we will send you out a welcome pack and setting up instructions, but of course our customer service team are available throughout the year if you have questions or anything you need clarifying.
- Deposit payments are refunded in January once a debrief meeting has taken place, providing you have abided by all the terms and conditions.
- If you would like to trade with us at the Victorian in 2019, you can roll your deposit bond over to next year, guaranteeing you a pitch offer in 2019.
- Please feel free to come to back to us with any further questions.