



Application Form

Black Barn Farm Events

Black Barn Farm NR13 6QG

SEND COMPLETED FORMS TO = bbfsalhousemarketplace@gmail.com

1. DETAILS

Contact Name:

Trading Name:

Address:

Telephone:

Mobile:

Email:

Facebook

Instagram:

Website:

***Please note that all vendors will need to provide their own table / gazebo for all outdoor booking types – We will try our best to provide the requested pitch, however this may not be granted however, you will be offered an alternative if accepted.*

Please insert your requested pitch type

3. PRODUCTS

*** Please provide details of what you will be selling and if they are made by yourself or a third party. If supplying food/drink for onsite consumption, please provide average prices. We AIM to have a wide variety of stallholders, so only accept bookings of a small number of similar products.*



4. SUPPORTING DOCUMENTS & PAYMENT

To process your application, please confirm you have attached the following:

Public Liability Insurance

Picture of set-up / products

For catering pitch: Food Hygiene Documents

*** If your application is successful, we will send you an invoice for non-refundable booking fee of 25% of the total booking cost to be paid via bank transfer. Your booking will be confirmed when payment is received. Final invoice with the remaining 75% must be paid within one month of the event . *Please see cancellation information in our Terms and Conditions. FULL PAYMENT can be made with booking if preferred.*

5. AGREEMENT

By submitting this application form you acknowledge that you have read and understood the Terms and Conditions of booking and agree to abide by them.

Name	
Signature	
Date	



Terms and Conditions of booking

1. Exhibitors must be set up and ready to trade by the advertised start time of the event (Friday 4th December 10am). Set up takes place Thursday 3rd December 2026 between 9 am and 6pm.
2. Exhibitors must stay for the duration of the event and not start to pack away until the advertised end time. Event opening times are as follows:

*Please note if you are unable to attend late-night events, you will bring something to cover your stall.
3. Exhibitors are responsible for clearing away and removing all of their rubbish at the end of each day.
4. Exhibitors are required to ensure that their stall is set up in an attractive manner and that all products are sold are of good quality.
5. All boxes / storage must be out of sight and stored in your vehicle by the start of the event (additional supplies may be kept under your table if they are covered).
6. All exhibitors are required to hold an adequate public liability insurance. Proof of insurance must be seen.
7. All exhibitors supplying food and drink must be registered with their local council and have their certification of food hygiene available.
8. Exhibitors will park in the designated stall holder parking allocation unless otherwise discussed with events management. Please note only 1 vehicle per pitch.
9. Exhibitors will not block walkways, exits or encroach on other exhibitor pitches and will agree to move any items event management deem necessary.
10. All bookings must be paid in FULL a minimum of one month prior to all events. - All exhibitors will have already paid 25% of their booking as a non-refundable deposit.
11. Cancellations will be accepted up until 2months prior to the event. Any cancellations after this will be expected to pay the full booking fee as initially signed for in their booking form. Cancellations must be made in writing and any fee already paid will be forfeited. If you cancel less than 60 days before the event the full fee will be payable.
12. Fees not being paid on time could result in your space being reallocated and any fee already paid will be forfeited.
13. BBF SALHOUSE MARKETPLACE / BLACK BARN FARM will do everything within our power to ensure a successful event. However, we cannot guarantee visitor number or sales levels. Our events will be promoted through targeted online and print campaigns. Due to us limiting the number of duplicate products being sold this is our way to ensure your business has the best possible chance of sales.
14. BBF Salhouse Marketplace / Black Barn Farm cannot be held accountable for any damage or theft of your stock / possessions. It is recommended that you hold adequate insurance to cover all risks.



16. BBF Salhouse Marketplace / Black Barn Farm cannot be held accountable for anything beyond our control including but not limited to; loss or interruption of power/services, poor phone signal, slow/poor internet connection, poor weather conditions, road closures affecting accessibility and advertisements failing to appear.