SHEPPERTON VILLAGE FAIR - 10th JUNE 2017

FIELD STALL APPLICATION FORM

(Please retain a copy for your own reference)

Name of Organisation	
Full Address and	
Post Code	
(Please Print Clearly)	

Shepperton Village Fair Committee

TO ENSURE FIELD PREPARATIONS ARE COMPLETED, PLEASE DO NOT ARRIVE BEFORE 08:30 ON SATURDAY MORNING

I agree to abide with Shepperton Village Fair Rules (Para. 1-20), as detailed in the accompaning 'Stall Holders Information and Rules' sheet.

Signature: _____ **Print Name:** _____ **Date:** _____

email: _____ **Tel:** _____

A Receipt will be emailed to you, otherwise please enclose a stamped addressed envelope. Please make cheques payable to 'Shepperton Village Fair'

If a second contact name is relevant, please print name: _____

Telephone No: _____ **Total enclosed:** £

STALL HOLDERS INFORMATION AND RULES

Please ensure you read and understand the 'Stall Holders Information and Rules'.

Shepperton Village Fair Committee, whose decision is final, will settle any questions that may arise and are not covered by these Rules.

IMPORTANT: The Fair and Raft Race areas have been designated an **ALCOHOL FREE ZONE** by the authorites. As the stallholder, please read the relevant rule, (as detailed in the accompaning 'Stallholders Information Sheet and Rules') relating to the giving of any alcoholic drink to the public as prizes, ie bottle tombola etc.

FIELD STALLS **APPLICATION** (Please insert quantity of plots required and total cost)

	Qty						Total Cost (£)
Commercial Food Stalls/Fairground Type Amusements		Full Plot(s)	12ft wide x 15ft deep / 3.6m wide x 4.5m deep	at	£110	=	
		* Half Plot(s)	6ft wide x 15ft deep / 1.8m wide x 4.5m deep	at	£55	=	
Business, Products or Services		Full Plot(s)	12ft wide x 15ft deep / 3.6m wide x 4.5m deep	at	£60	=	
		* Half Plot(s)	6ft wide x 15ft deep / 1.8m wide x 4.5m deep	at	£30	=	
Charities, Schools or Youth Groups		Full Plot(s)	12ft wide x 15ft deep / 3.6m wide x 4.5m deep	at	£40	=	
Charity No:		* Half Plot(s)	6ft wide x 15ft deep / 1.8m wide x 4.5m deep	at	£20	=	

*** Note that it is unlikely a standard Gazebo will be able to be erected in a single 'Half Plot'.**

PLEASE NOTE THAT ALTHOUGH WATER WILL BE AVAILABLE, IT IS NOT SUITABLE FOR HUMAN CONSUMPTION

FOR MORE INFORMATION **Contact: fieldstalls@shepperton-fair.org**

Description of Stall - Please be specific (No amplified sound allowed).

Any Special Requirements or Preferred Plot Location. (Please check with your own stall organiser as this cannot be changed on the day)

All Food Stallholders must attach a valid "Food Hygiene" Certificate issued by the Chartered Institute of Environmental Health to this Form. Tick

All Charity Stallholders must attach a letter of permission from their chosen Charity to this Form. Tick

Actual plot location is at the Committee's discretion.

Advertising in the Village Fair Programme and Sponsorship packages are available. Please email: sponsors@shepperton-fair.org

What now? Send the completed form and payment to **Paul Chapman, 154 Green Lane, Shepperton, TW17 8DZ**

Shepperton Village Fair Committee

Shepperton Village Fair Committee

STALL HOLDERS INFORMATION AND RULES

Application Form to be returned by 28 May 2017

PLEASE RETAIN THESE RULES FOR YOUR INFORMATION

1 A single full plot size is 12 feet wide by 15 feet deep (3.6m x 4.5m). If you require more, they are available in half or one plot increments. You must ensure that your stall, and any vehicles, all fit into your allocated plot(s). Note that with 'terraced' plots there is no side access unless it is within your own allocated space. You will be advised of your allocated plot(s) location on the day. Note that plots cannot be changed on the day.

2 Selling a booked plot to another stall-holder is prohibited and will result in non-participation in subsequent years' Fairs.

3 Please state on the Application Form if you have any special requirements, ie location, portable diesel generator (note that petrol generators are forbidden), vehicle on plot, etc.

4 No amplified sound is allowed and you must supply your own tables, chairs, gazebo etc.

5 Prizes of live animals, fishes etc are strictly forbidden. Alcoholic beverages must not be given as prizes to persons under 18. (See 9 below).

6 No stallholder is allowed to trade on any part of the field except within their plot boundaries. This means that no one may walk around the site collecting money, distributing leaflets, advertising etc.

7 It is the stallholder's responsibility to ensure no rubbish is left behind. Failure to observe this requirement will result in non-participation in subsequent years' Fairs.

8 In order to allow us to distribute similar stalls around the field it is important that you detail the general type of stall, ie Tombola, Bric-a-Brac, food (type of), games etc. Please be aware that if you sell items other those specifically stated on the Application Form, you may be asked to stop trading.

9 **Alcohol Free Site** The authorities have instructed that for those stall holders who plan to run a Bottle Tombola, (or similar), the following guidelines must be adhered to:

You must advise the winner that:

a) They must not remove the ticket from the bottle as this shows that it is a prize won at the Fair.

b) They must wrap the bottle and place it in a bag and not open or show the bottle when on the Fair site.

c) If possible and their car is parked locally, they should place the bottle in their car. If not, keep it with them in their bag.

An alternative is for you as the stallholder to write the name (and address) of the winner on a label and attach it to the winning bottle and retain the bottle on your stall until the end of the Fair, (or when the winner decides to leave the Fair), when they will come and claim their prize.

[NOTE: STALL HOLDERS RULES AND INFORMATION ARE CONTINUED OVERLEAF]

10 Please ensure that you enter the correct Stall Category on the Form, and pay the correct plot fee. If in doubt, please ask before returning the Form. Note that stall fees are non-refundable under any circumstances.

11 All Stall Holders collecting for a charity must attach a letter of permission from their chosen Charity to the Application Form.

12 All Food Stall Holders must attach a *Food Hygiene* Certificate issued by the Chartered Institute of Environmental Health to the Application Form.

13 Signing the Application Form means that you acknowledge and agree that you and your authorised helpers participate in the Fair entirely at your/their own risk in every respect, and that you absolve the Shepperton Village Fair Committee and its authorised helpers from responsibility for such risks, including personal injury, loss or damage to property (including damage or loss to you and your helpers), however this injury, loss or damage may be caused whether by fire, theft, inclement weather, power, defect in the equipment and buildings and/or infrastructure.

14 It is advised that all stallholders consider Public Liability Insurance in the event of claims against them. It is also strongly advised that stallholders carry out a Risk Assessment relevant to their intended activities. Guidance on risk assessment is given on the Government's Health and Safety Executive website **www.hse.gov.uk/risk/casestudies**

15 For safety reasons, all cars must be removed from the field by 11.00. Car parking facilities for stallholders are available at the Russell Road end of the field from 11.00 to 17.00. Note that as there is no safe access, vehicles cannot be removed from this Car Park until the Fair closes at 17.00

16 The Fair is opened officially at 12.00 following the arrival of the Procession.

17 We strongly advise against setting up your stalls on Friday night as the Committee cannot accept responsibility for them. If you choose to do so and they are not in their correct allocated plot location on the field, you will be told to relocate them, irrespective of what effort is involved, on the Saturday morning.

18 To ensure Field Preparations are completed, **PLEASE DO NOT ARRIVE BEFORE 08:30 ON SATURDAY.**

19 Please note that although water is available for general use, it is not suitable for human consumption.

20 For further information about the Fair, please refer to our website at www.shepperton-fair.org. Please email all queries relating to Stall Applications to: fieldstalls@shepperton-fair.org