# Shepperton Village Fair 2017

## Marquee Stallholders Application Form

**NEW! Please read accompanying Marquee Stallholders Rules!**

**MARQUEE STALL APPLICATION FORM** **FAIR DATE: Sat 10 JUNE 2017**

The Fair will be officially opened at 12.00 noon - **NO STALLHOLDER SET-UP BEFORE 8.30AM**

| | |
|---|---|
| **Name** | |
| **Full Address and** | |
| **Post Code** | |
| | |
| **email address** | |
| **Telephone no.** | |

We would like to reserve the following tables. (Each 6 foot table is provided with two chairs)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Enter Qty. | | x | 6 Foot Table Length | @ | £45.00 | = | £ |
| Enter Qty. | | x | 12 Foot Table Length | @ | £65.00 | = | £ |

| | | |
|---|---|---|
| Electricity Required (FOC, please tick) | Yes | |
| | No | |

1 Application Form to be returned by 31 May 2017. Note however that 'Preferred Location' plots are allocated on a 'first come first served' basis, so please ensure you return your Application Form promptly.

2 Please make cheques payable to 'Shepperton Village Fair'.

3 Receipts will be acknowledged by email, or please enclose a stamped addressed envelope.

4 Note that we cannot advise the location of your allocated Table(s) until after 8.30am on the day of the Fair.

**Description of Craft display**

**Preferred table location (if any)** (Please note that this cannot be changed on the day)

Please state if requesting wall site (first come, first served)

**Signing this form certifies that you have read and accept the accompanying Marquee Stallholders Rules**

**Signature:** **Print Name:**

**Date:**

When completed, please return this form and full fees to Dennis Dutton, 66 Walnut Tree Road, Charlton Village TW17 0RU
For further information please call 01932 789338, email craftstalls@shepperton-fair.org or login to www.shepperton-fair.org

Shepperton Village Fair Committee

Shepperton Village Fair Committee

# MARQUEE STALL HOLDERS INFORMATION AND RULES

**Application Form to be returned by 31 May 2017**

**PLEASE RETAIN THESE RULES FOR YOUR INFORMATION**

1 A single stall comprises a 6 foot (1.8m) table, 2 chairs and also free electricity **if you specify it on the Application Form**. You can book more than one table and you must ensure that your activities all fit into your booked table space. You can request a specific location of your table(s) on the Form, but please note that these will be allocated strictly on a first come, first served basis. Please also note that your table position cannot be changed on the day.

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

3 No amplified sound is allowed.

4 Display or prizes of live animals, fishes etc are strictly forbidden. Alcoholic beverages must not be sold or given as prizes to persons under 18. (See 8 below).

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

6 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.

7 In order to allow us to distribute similar stalls around the Marquee it is important that you specify the general type of your stall. Please be aware that if you sell items other those specifically stated on the Application Form, you may be asked to stop trading.

8 **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 while 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 can come and claim their prize.

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

**[ NOTE: MARQUEE STALL HOLDERS RULES ARE CONTINUED OVERLEAF ]**

10 All Stallholders collecting for a charity must attach a letter of permission from their chosen Charity to the Application Form.

11 Any stallholders dealing in uncovered or loose food items (eg loose confectionery or cakes) must attach a *Food Hygiene* Certificate issued by the Chartered Institute of Environmental Health to the Application Form.

12 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.

13 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. This is not red tape. It means that you have thought through what could go wrong and acted to prevent it doing so. Guidance on risk assessment is given on the Government's Health and Safety Executive website **www.hse.gov.uk/risk/casestudies**

14 Free car parking for Marquee stallholders is available on the grass area behind the Marquee. For safety reasons, vehicles cannot be removed from this Car Park until the Fair closes at 17.00.

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

16 To ensure Marquee preparations are completed and we are ready for you, **PLEASE DO NOT ARRIVE BEFORE 08:30 ON SATURDAY.**

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

18 For further information about the Fair, please refer to our website at www.shepperton-fair.org. Please email all queries relating to Marquee stall applications to: craftstalls@shepperton-fair.org