

SHEPPERTON VILLAGE FAIR - 2 JUNE 2012

PLEASE NOTE THE DATE - FOR THIS YEAR ONLY - THE FIRST SATURDAY IN JUNE



FIELD STALL / PROCESSION / BANNER APPLICATION eFORM

Name of Organisation

Full Address and

Post Code

(Please Print)

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

I agree to abide with Village Fair Rules as detailed in the relevant section of the 'Information Sheet' attached.

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: £

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

FIELD STALLS

APPLICATION

(Please insert quantity of plots required and total cost)

	Qty				Total Cost
Commercial Food Stalls / Fairground Type Amusements	_____	Full Plot(s)	at	£70.00	= £ _____
		Half Plot(s)	at	£35.00	= £ _____
Business, Products or Services	_____	Full Plot(s)	at	£50.00	= £ _____
		Half Plot(s)	at	£25.00	= £ _____
Charities, Schools or Youth Groups	_____	Full Plot(s)	at	£30.00	= £ _____
Charity No: _____		Half Plot(s)	at	£15.00	= £ _____

[Full Plot = 12ft wide x 15ft deep] [Half Plot = 6ft wide x 15 ft deep]

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 "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

Please refer to '**Stall Holders Information and Rules**' for additional details. Actual plot location is at the Committee's discretion.

PROCESSION

APPLICATION

(Please tick relevant boxes)

The Little League (under 5yrs) Motorised £

The "5-2-15" League Walking

(Check website for details of Prizes) Entry Fee for all Sectors and Types = £10.00

FOR MORE INFORMATION Contact: proceSSION@shepperton-fair.org

Title of ProceSSION Entry: _____

Please refer to '**ProceSSION Information and Rules**' for additional details. **ProceSSION Theme is "Celebrate 2012" - (See www.shepperton-fair.org)**

BANNER

APPLICATION

(Banner to be supplied by the Applicant)

Note the maximum Banner height is 2 feet. Banner Length feet at £10.00 / foot = £

FOR MORE INFORMATION Contact: banners@shepperton-fair.org

Please refer to '**Banner Application Information**' for additional details.

When completed, please return this form and full fees to Paul Chapman, 154 Green Lane, Shepperton, TW17 8DZ

STALL HOLDERS INFORMATION AND RULES – Application Form to be returned by 19 May 2012

- 1 A single full plot size is 12 feet wide by 15 feet deep. 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. Please state on the Application Form if you have any special requirements, ie location, vehicle on plot, portable generator etc. Note that the plots cannot be changed on the day. No amplified sound is allowed and you must supply your own tables, chairs, gazebo etc. Alcoholic beverages must not be given as prizes to persons under 18.
- 2 **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.**
- 3 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.
- 4 **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.**
- 5 All Stall Holders collecting for a charity must produce a letter of permission from their chosen Charity, and this must be attached to the Application Form.
- 6 All Food Stall Holders must attach a "Food Hygiene" Certificate issued by the Chartered Institute of Environmental Health to the Application Form.
- 7 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 during the Fair.
- 8 The Fair is opened officially at 12.00 following the arrival of the Procession. You may set up stalls on Friday night, although the Committee cannot accept responsibility for them.
To ensure Field Preparations are completed, please do not arrive before 08:30 on Saturday.
- 9 **Please note that although water is available for general use, it is not suitable for human consumption**
- 10 All queries relating to Stall Applications to: fieldstalls@shepperton-fair.org

PROCESSION INFORMATION AND RULES – Application Form to be returned by 19 May 2012

- 1 All participants for the "5-2-15" League' must be at Littleton Recreation Ground by 10am for judging, and any others before the departure time of 11am. Any latecomers will be excluded from the Procession. Participants in the Little League should assemble at Playtime, Govett Avenue by 10.30 for judging at 10.45 and departure at 11.15 prompt
- 2 The Procession will commence from Littleton Recreation Ground at 11am prompt. The Procession will be under the direction of Shepperton Village Fair Marshals. Spectators attend the Procession at their own risk.
- 3 Participants are forbidden to spray water or throw any other matter at spectators. Offenders will be withdrawn from the Procession.
- 4 Under no circumstances will the consumption of alcohol be allowed by any participants during the course of the Procession.
- 5 Fire extinguishers must be carried by all motorised entries, and must be on display prior to the start, after which they must be in an easily accessible position.
- 6 If any entry or float in the Procession appears to be dangerous, the Fair Committee reserves the right to withdraw it from the procession.
- 7 All vehicles must have adequate insurance. It is in the best interest of entrants that they are adequately covered for Public Liability insurance.
- 8 All float props must be secured. All children on floats should be sitting on the floor, adults should have adequate hand-holds if standing. Floats should have adequate safety barriers to prevent anyone from falling from the float.
- 9 All towing hitches must have a safety chain. The space between the towing vehicle and trailer should be roped off with "Do not cross" signs displayed. In the cases of long floats a road crew should be available who would supervise and be able to communicate with the driver in an emergency.
- 10 All queries relating to Procession Applications to: procession@shepperton-fair.org

BANNER APPLICATION INFORMATION – Application Form to be returned by 19 May 2012

- 1 Banners are to be supplied by the applicant, and must be provided with rope fixing holes.
- 2 All queries relating to Banner Applications to: banners@shepperton-fair.org

Shepperton Fair Committee, whose decision is final, will settle any questions which may arise and are not covered by these Rules. All the above Information and Rules are applicable for the 2012 Village Fair.