***2016 REDBRIDGE GREEN FAIR - STALLS BOOKINGS FORM***

***Sunday 29th May 2016 , 11.30am – 7.00pm***

|  |  |
| --- | --- |
| Stall Name |  |

Stall Holder

Please note that all personal details are held in strictest confidence unless you permit otherwise.

|  |  |  |
| --- | --- | --- |
| Contact Name |  | |
| Address |  | |
| Postcode |  | |
| Email address |  | |
| Phone number(s) |  | |
| social media info you want to share: | | Twitter:  Website:  Facebook page title: |

Data sharing

We occasionally get asked by organisers of similar events for a list of our stallholders. We will only tell them about you if you expressly give permission with a Yes or tick in the box below

|  |  |
| --- | --- |
| Do you give permission for us to pass on your contact details above to other local event organisers? |  |

Stall Description

We would like to give our web visitors information about your stall before they come and be able to contact you afterwards. Please note that this is optional.

|  |  |
| --- | --- |
| Detailed Entry for our programme and website directory  (No word limit. Please send any picture files separately attached) |  |
| Means of contact  (postal address, phone, email, website) |  |

Stall Content

|  |  |
| --- | --- |
| Description of all goods/services you will offer  (these must fit with our ethical policy) |  |

Stall Booking

Our standard outdoor pitch size is 3 metres x 3 metres. The availability of marquee spaces depends on demand, please book early so we can reserve the right amount of equipment with our suppliers.

Please note that a marquee space is an additional equipment item, a pitch price is still due.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Pitch prices |  | Tick | Equipment Hire | Each | Quantity |
| Charity/Community group  Charities, campaign groups, community, religious, and political organisations | £20 |  | Market stall  Metal framed with canopy,  including a 6’ x 2’6” table top | £35 |  |
| Crafts Stall  Homemade products made by you or friends/family | £30 |  | Trestle tables (Hire)  Dimensions : 6’ x 2’3” | £7 |  |
| Health Therapy  Massage and other treatments. (certain therapies may not conducted onsite) | £50 |  | Chairs (Hire)  Rigid stacking type | £2 |  |
| Commercial Stall  Goods and services traded are expected to fit in with our environmental theme | £75 |  |  |  |  |
| Small caterer  Limited range of products, such as a coffee stall or ice cream vendor | £150 |  | Equipment Total |  |  |
| Main caterer  Full meals and snacks, hot or cold | £300 |  | Total including pitch |  |  |

Payment

|  |  |  |
| --- | --- | --- |
| Total of pitch + equipment |  | Choose from the following payment options :  1. Cheque payable to ‘Redbridge Green Fair Association’  2. Direct payment to ‘Redbridge Green Fair Association’,  Account No 50004580, Sort Code 08-92-50,  **reference** : **the name of your stall (so we know it’s you)** |

Site Requirements

|  |  |
| --- | --- |
| Larger pitch size  If you need more than 3m x 3m, give exact dimensions |  |
| Gazebos / other erections  If you are bringing a gazebo/tent/awnings, give exact dimension, including guys ropes. (You are responsible for its safety, including ropes and pegs) |  |
| Generators  If you are bringing a generator, give it’s size and fuel type  Please enclose copy of Health and Safety information and insurance cover |  |
| Stall-side Vehicles  In most circumstances, once unloaded vehicles must be moved to the designated parking area on the side of the field.  If you NEED your vehicle by your stall please state why and give its dimensions |  |

Insurance It is the responsibility of the stallholder to appropriately insure for their public and other liability.

Caterers must enclose a copy of their public liability cover and Health and Safety certificates with this application.

|  |  |  |
| --- | --- | --- |
| Signature/Agreement  By signing (or typing) your name, you are accepting our conditions and ethical policies |  | **Date** |

Please return by post to: Redbridge Green Fair, Stalls Coordinator, 49 Valentines Road, Ilford, IG1 4RZ, or by email to: redbridgegreenfair@gmail.com.