



Shrivenham Village Fete

**SATURDAY 24th AUGUST 2013 at 1.00 PM
MEMORIAL HALL AND RECREATION GROUND**



Thank you for your interest in booking a stall at Shrivenham Village Fete this year.

Our Fete has become one of the foremost local events and people from miles around visit us to enjoy what we term as a traditional village experience. We regularly have between 3,500 . 4,000 visitors during the course of the day, which makes it a great place for stallholders to sell a variety of goods.

We offer both indoor and outdoor stalls. There are 16 indoor stalls available inside the Memorial Hall: these are priced at £30.00. These stalls are extremely popular and sell out very quickly . stalls are allocated on a first-come-first-served basis . last year we had a waiting list, so if you would like to book an indoor stall you need to book early. Sellers may bring one 6ft table.

We have 60 outdoor stalls available, these are priced at £20.00 . and again, last year we sold out and had a waiting list. Registered charities may book an outdoor stall at a cost of £12.50 - proof of charity status must be provided.

- Indoor and outdoor stalls are allocated on a first-come-first-served basis
- We do not provide tables or chairs for stall holders
- We do not provide electricity for stallholders
- Outdoor stall pitches measure 6m x 6m . it is advisable to bring a gazebo (just in case!)
- We endeavour to keep stalls selling similar products spread throughout the Fete, so we ask you to provide detailed information about the goods you intend to sell. Please note due to limited space in the Memorial Hall it is much more difficult to keep stalls selling similar goods apart
- Further information regarding setting up at the Fete and the structure of the day will be sent out by e-mail approximately 2 weeks beforehand, so please ensure you include your e-mail address on your booking form.

If you would like to be part of this year's event, please complete the form below and return it to me by no later than Friday 19th July 2013 together with a booking fee of £30 per table for an indoors stall, £20 per pitch for an outdoors stall and £12.50 for registered charities. Booking fees are non-returnable.

Please enclose a stamped self-addressed envelope with your booking form for confirmation of your booking and a receipt.

Please make cheques payable to Shrivenham Village Fete Committee.

We do hope that you will be able to join us.

Sally Kershaw – Entertainments Co-ordinator



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Shrivenham Village Fete 2013 - Booking Form

Name:			
Address:			
		Postcode:	
Telephone Number:		Mobile Number:	
E-mail:			
Club/Association (if applicable):			
Type of Stall:			
If you are intending to sell goods please give as much detail about your products as possible to avoid being sited next to a similar stall holder:			
Please note an inside stall cannot be guaranteed due to limited space. We do not provide tables or electricity for stall holders.			
Stall location preference:			
Inside £30.00		Outside £20.00	
		Registered Charity Outdoor Stall £12.50	
		Proof of Charity Status attached	

I agree to the terms and conditions.	Signed:
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Please enclose a stamped self-addressed envelope with your booking form for confirmation of your booking and a receipt.

Cheques should be made payable to ~~£~~Shrivenham Village Fete Committee
Booking fees are non-returnable.

Please return to:

Sally Kershaw, 4 Gilmore Court, Highworth, Swindon, Wiltshire SN6 7FG
Tel: 07971 052910

Any queries please e-mail: sallykershaw444@btinternet.com

FOR OFFICIAL USE ONLY			
Date received:	Amount received:	Payment type:	Receipt sent:



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TERMS AND CONDITIONS

1	All stalls and car boot pitches must be booked in advance.
2	The Organisers reserve the right to refuse applications.
3	Space allocations will be determined by the Organisers. Any special requirements will be accommodated where possible.
4	All stalls and car boot pitches are pre-allocated by the Organisers. Details of stall/car boot allocation will be given on arrival at the fete.
5	Exhibitors participate in the fete at their own risk. It is the Exhibitors responsibility to obtain permission, license and insurance needed by the relevant regulatory bodies and to ensure that their merchandise is affected to a safe standard. Food stalls must have the relevant Food Hygiene, Health and Safety and Insurance certificates.
6	Registered charities must provide proof of their status to obtain the discounted booking fee.
7	ALL Exhibitors are expected to supply their own marquee, gazebo, table and chairs.
8	Exhibitors must construct their own marquee/gazebos/stands and are responsible for the safety and worthiness of their constructions.
9	Any bodies or organisations that wish to share a car boot pitch/stall must make a separate application stating their intention to do so.
10	Exhibitors will be held responsible for any loss or damage that they cause to the event site.
11	Electricity is not provided for Exhibitors. Outdoor stallholders may bring their own silenced generators. Generators must be kept secured and within a safety barrier.
12	Exhibitors are responsible for the removal of all litter, waste, stand materials etc from their exhibitor space. There are no waste facilities on the fete site; Exhibitors must responsibly remove their waste off site.
13	No advertising or promotional material is to be erected, displayed, attached or distributed outside the boundaries of the Exhibitors stand without the permission of the Organisers.
14	Failure to comply with the terms and conditions may result in space allocation withdrawal.
15	All fees are non-refundable. No refunds will be given for cancellation of bookings prior to the fete. Booking fees will not be refunded should inclement weather or factors beyond the control of the Fete Committee affect the event.