

MICHAELMAS FAIR

BISHOP'S CASTLE, SHROPSHIRE

21st September 2019



Logo by Gordon
Yapp RBSA

Stall Holder Application

This is your booking form for the Bishop's Castle Michaelmas Fair 2019. It is your opportunity to reserve a pitch at this popular and well attended event. Space is limited so you are advised to act now and return the booking form as soon as possible.

Background to the Michaelmas Fair

The long established Michaelmas Fair is a one day street fair involving continuous entertainment, music, displays, exhibitions and parades alongside the popular street traders. The event attracts a diverse range of stallholders covering handicrafts, collectibles, food, plants and voluntary groups. The range of different stalls is a key attraction which helps to bring visitors to the fair each year.

Each year the entertainment begins at around 12 noon with a procession of vintage cars and steam engines. The entertainment continues throughout the day with the final lantern procession as darkness falls at 8-9pm.

Stall locations

Pitches are available in two main locations:

- High Street / Church Street – for stalls in these areas you would need to provide your own cover. There are restrictions on maximum size of space available [see booking form] and the cost varies depending on the size of the stall. For these stalls please note that there is no access to an electricity supply, generators are not permitted and it is also not possible to trade directly from a vehicle.
- Harley Jenkins Street (next to the Co-op) – 10 stalls of 8' x 8' under covered stalls provided. Access to electricity may be available for a small additional cost – all equipment must be PAT tested.

Each pitch faces the centre of the roadway down which the visitors will pass and may include a mix of roadway and pavement, to the rear of each pitch is the pavement with house. Your pitch will be marked out and you will be sent a corresponding number and a description of where your pitch is on the street.

General Terms and Conditions

1. You are required to provide your own table and furniture in all locations.
2. If you are trading on the High Street / Church Street and want shelter you will need to provide this yourself. All stalls and awnings must be suitable for erection on a hard surface.
3. Any equipment or goods are the responsibility of the stallholder at all times and will be at stallholders' risk.
4. Stallholders are asked to remove any litter, packaging etc. after packing away.
5. All stallholders **must have public liability insurance** and those selling food **must have a valid food hygiene certificate.**

6. If you are using any electrical equipment **this must have a current PAT certificate.**
7. If you cancel within 10 days of the fair or do not turn up, you will **not** be entitled to a refund.
8. We aim to have plastic-free policy, and Bishop's castle is a Zero waste town, so please ensure that any packaging you offer is plastic free.

On the day of the fair

- The High Street and Church Street are closed to traffic from 12 noon and remain closed throughout Saturday afternoon and evening.
- You can start setting up your stall from as early as 8 am provided your stall doesn't hinder traffic. Vehicles must be removed immediately after set-up and left in your designated free parking place. There must be sufficient clearance after set-up for emergency vehicle access. (10ft minimum)
- **All traders should be set up and ready for trading by 11.30am,** ready for the official start of the fair at around 12 noon.
- You can pack up from about 6pm and **all stalls must be removed by 10.30pm** on the day of the fair. If you wish to trade past daylight hours you must provide your own additional lighting and power.

Public Liability Insurance, Hygiene Certificates and PAT testing

- We need to receive copies of your Public Liability Insurance certificate before the fair itself. If you are a food vendor we will also need to see your Food Hygiene Certificate. If these will expire before the 2018 Fair please send copies once you get your new certificate. **You will not be able to set up your stall if we haven't received a valid Public Liability/ Food Hygiene certificate.** We are happy to receive scanned copies by email to save postage.) If you are using any electrical equipment this must have a current PAT certificate.

For further information please contact Rosa James:

Email: stalls@michaelmasfair.co.uk **Tel 01588 630648**

General enquiries: www.michaelmasfair.co.uk

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Stall Holder Application - Priority Booking Form

Please tick or highlight the pitch you are applying for

A: Pitches on the street – you provide your own cover if needed

	Early bird price (book and pay before 1 st August)	Discount price for charities and local first time traders (book and pay before 1 st August)	Standard price (book and pay after 1 st August)
Small pitch – approx. 6' x 8'	£30	£25	£40
3 metre X 3 metre gazebos	£35	£30	£45
Large pitch approx. 12' x 10'	£45	£40	£55

B: Pitches under cover provided by the fair

	Early bird price (book and pay before 1 st August)	Discount price for charities and local first time traders (book and pay before 1 st August)	Standard price (book and pay after 1 st August)
Covered stall 8' x 8' pitch under canvas in Harley Jenkins Street	£50	£45	£60
Plus electricity – all equipment must have a current PAT certificate	£5	£5	£5

Your details:

Name:	
Business name/ Trading as:	
Website (if any):	
Address:	
E-mail:	
Telephone:	
Mobile phone:	
Describe the products/ services offered	
Any special requirements (e.g. personal disabilities, commercial restrictions, equipment needs, stall location etc.)	
Are you happy for your trading details to be featured on the Michaelmas Fair web site?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Trader Public Liability Insurance (for all)	<input type="checkbox"/> Enclosed (if valid on 21 st September) <input type="checkbox"/> To follow
Food Hygiene Certificate (if needed)	<input type="checkbox"/> Enclosed (if valid on 21st September) <input type="checkbox"/> To follow
Cheque enclosed:	£

Please return this form with your payment:

Michaelmas Fair Stalls, Greenways, Church Lane, Bishops Castle SY9 5AF

Please make cheques payable to "Bishop's Castle Michaelmas Fair"

If you wish to pay by BACS please contact us at stalls@michaelmasfair.co.uk