

MICHAELMAS FAIR

BISHOP'S CASTLE, SHROPSHIRE

SEPTEMBER 23RD 2017

STALL HOLDER APPLICATION

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

Keep an eye on the website: www.michaelmasfair.co.uk

For information, tel: 01588 630648 Email: stalls@michaelmasfair.co.uk

General enquiries: www.michaelmasfair.co.uk

The long established Michaelmas Fair is an event of continuous street entertainment, music of all kinds, street trading and displays and exhibitions in various locations throughout the town. It attracts a mixed group of stallholders from crafts to food and from seasoned market traders to voluntary groups. Indeed it is this mixture that is particularly appealing to our many visitors.

The Fair entertainment begins with a procession at 12.30 and street entertainment ends 8-9pm.

Stall locations:

- **High Street / Church Street / Harley Jenkins Street** - Centre of Bishops Castle ideal for traders with their own weatherproof furnishings. No access to an electricity supply. Generators are not permitted, nor is it possible to trade directly from a vehicle.
- **Covered stalls:** We offer 10 spaces 8' x 8' under canvas in Harley Jenkins St
- **Shop Share:** this year, Julie is offering use of a shop (Whittals in Church Street)

General Terms and Conditions

You are required to provide your own table and furniture in all locations.

If you want shelter you will need to provide this yourself, unless you have booked a covered pitch.

Any equipment or goods are the responsibility of the stall-holder at all times and will be at stall-holders' risk.

Stallholders are asked to remove any litter, packaging etc after packing away.

All stallholders must have public liability insurance and those selling food must have a valid food hygiene certificate.

If you cancel within 10 days of the fair or do not turn up, you will not be entitled to a refund.

For those on the street

We expect you to be set up and ready for trading by 11.30am, though the fair officially starts around 12 noon. You can pack up from about 6pm, after the procession.

The High/Church Street is closed to daytime traffic throughout Saturday afternoon and evening. However stalls **must** be removed on Saturday evening by 10.30pm. Entertainment on the streets finishes at 9pm.

Set-up can begin from 8 – 11am provided your stall does not hinder traffic.

Please note the road will not be closed until 12 noon, when traffic control stewards will be in operation.

Vehicles must be removed immediately after set-up and left in the designated free parking place.

There must be sufficient clearance after set-up for emergency vehicle access. (10ft)

All stalls and awnings must be suitable for erection on a hard surface.

There are restrictions on maximum size of space available [see booking form]

If you wish to trade past daylight hours you must provide your own additional lighting and power.

Pitches on the Street

The stalls are situated on Church Street, High Street and Harley Jenkins Street in the centre of Bishops Castle. The road is closed to daytime traffic, but stalls must be removed on Saturday evening by 10.30pm to allow the road to be opened during Saturday night.

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.

Public Liability Insurance and Hygiene Certificates

We need to see your traders **Public Liability Insurance certificate** before the fair itself. If you are a food vendor we will also need to see your **Food Hygiene Certificates**. Don't send these now if they expire before the fair itself but we will need copies before the weekend. (They can be scanned and e-mailed to save postage.)

Now complete **one** of the **2** forms below for either a street pitch, or an undercover pitch, and attach it to this application.

For further Information

Rosa James: Tel 01588 630648 Email: stalls@michaelmasfair.co.uk

General enquiries: www.michaelmasfair.co.uk

Application Form Part 1 - Pitches on the Street: you provide your cover

Tick which size you require

Small pitch approx 6' x 8': **£30**

3 x 3 metre square gazebos: **£35**

Large pitch 12' x 10': **£45**

Charities and new folks: We offer last years prices of £25 and £40 respectively for outdoor stalls to charities and local first-time traders

Add £10 to either for bookings received after August 17th

Your name and Business name if appropriate

Address:

Tel. Number:

e-mail:

Details of products or services to be offered:

Any special requirements to be considered: (e.g. **personal disabilities, commercial restrictions, equipment needs etc.**)

I enclose a cheque for £ Please make cheques payable to **Bishops Castle Michaelmas Fair**

I enclose a copy of: Trader public liability insurance

Please only send certificates which are valid at the time of the Michaelmas Fair.

If necessary, send us one nearer the time.

Food hygiene certificate (if needed)

We are strict about this and will check!

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

Please return this form and enclosures with your payment:

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

Don't forget to tell us anything we might need to know to help things run smoothly.

Application form Part 2: Pitches under provided cover: stall or shop

please tick which you prefer

- **Covered stall 8' x 8' pitch in Harley Jenkins Street £50**

(No electricity offered for these stalls) *Add £10 for bookings received after August 17th*

Your pitch will be marked out you will be sent a site map nearer the time to for location.

- **Shop share in Whittals in Church Street: 8 spaces for tables 6' long, £30...**

I enclose a copy of: Trader public liability insurance

Please only send certificates that are valid at the time of the Michaelmas Fair.

If necessary, send us one nearer the time.

Food hygiene certificate (if needed)

We are strict about this and will check!

Your name and Business name (if appropriate)

Address:

Tel. Number:

E-mail:

Details of products/services offered:

Any special requirements to be considered: (e.g. **personal disabilities, commercial restrictions, equipment needs etc.**)

I enclose a cheque for £ Please make cheques payable to **Bishops Castle Michaelmas Fair**

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

Don't forget to tell us anything we might need to know to help things run smoothly, we want to make your weekend as successful and enjoyable as possible.

Please return this form and enclosures with your payment to

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