

12 noon – 4pm on Saturday 7th July 2018

Stall Space Booking Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  |  |
| Business name (if applicable) |  |  |  |
| Address |  | | |
|  |  | | |
|  |  | | |
|  |  | Postcode |  |
| Telephone |  | Mobile |  |
| E-mail |  | | |
| Type of stall (if selling, please specify type of products) |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Space required | Outside space | £20.00 | £8 returnable on the day |
|  | Inside space | £20.00 | £8 returnable on the day |
| Table (inside stalls only) |  | £2.00 each |  |
| Chairs x2 (inside stalls only) |  | No charge |  |
|  |  |  |  |

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| --- | --- | --- | --- |
| Payment must be made at time of booking  Cheques to be made payable to GACCMA | | | |
| ***Bank transfer details -*** | | | |
| GACCMA 1 | 40.52.40 | 00027420 |  |

Invoices will be issued on request

# SIGNATURE

Completed booking form, along with payment, should be sent to:

Great Ashby Festival, Great Ashby Community Centre, Whitehorse Lane, Stevenage, SG1 6NH

|  |  |
| --- | --- |
| Signature | I accept the terms and conditions of booking - |
| Name and Title |
| Date |

• Sell your product at an event specifically focused on a local community of around 5,500 people and on the neighbouring wider community.

• Increase awareness of yourselves, your business, products, services, etc. in a local community of approximately 3,000 homes.

• Join in the Festival to be supportive of the local community.

Thank you for your interest in booking a stall at the Great Ashby Festival this year.

The Great Ashby Festival will take place on the weekend of July 6th – 8th. The aim is to bring together the community to share in and enjoy a weekend of fun and activities in the Festival of Great Ashby, spread over the centre of Great Ashby using facilities at the Community Centre. Activities will cover every age range so everyone will be included.

This creates opportunities for traders, individuals and organisations to have a stall, organise a specific activity – for example a display, an exhibition, a competition - or through sponsoring an aspect of the Festival or a specific activity.

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Terms and Conditions

1. All stalls must be booked in advance and are allocated on a first-come-first served basis.

2. The organisers reserve the right to refuse applications.

3. All stalls are pre-allocated by the organisers. Details of stall allocation will be given on arrival.

4. Space allocations will be determined by the organisers. Any special requirements will be accommodated where possible.

5. Exhibitors participate in the fete at their own risk. It is the exhibitor/s 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 & Safety and Insurance Certificates.

7. ALL exhibitors are expected to supply their own marquee, gazebo, table and chairs for outside pitches.

8. Exhibitors must construct their own marquee/gazebo/stands and are responsible for the safety and worthiness of their constructions.

9. Any bodies or organisations that wish to share a 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. Outdoor electricity is not provided for exhibitors. 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 exhibitor/s 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 Festival committee affect the event.