

BISHOP'S CASTLE, SHROPSHIRE

MICHAELMAS FAIR

Sat & Sun 18th & 19th September 2010



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 two day event. Space is limited so you are advised to act now and return the booking form as soon as possible.

The long established Michaelmas Fair is a two-day 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.

If you want to have a pitch on the main street during the Saturday evening in addition to the daytime stall, please indicate this on your application form.

To encourage new local stallholders we will charge half price for those people who have not had a stall before at the Michaelmas Fair, and who live within 12 miles of Bishop's Castle.

Stall locations

Union Street—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.

The Showground, adjacent to Union Street. For those traders wanting to trade outside, directly from a vehicle, use an electricity supply, or who may require an irregular pitch. There is also a good size marquee with electricity supply for those traders wanting to be inside.

For further information Tel. 01588 638313
general enquiries: 01588 638154

e-mail: stalls@michaelmasfair.co.uk
www.michaelmasfair.org.uk

General Terms and Conditions

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

If you want shelter in Union Street or on the open ground on the showground you will need to provide this yourself.

Any equipment or goods are the responsibility of the stallholder at all times and will be at stallholders risk.

Stallholders are asked to remove any litter, packaging etc after packing away each day. There is a skip on the showground.

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

Any cancellation after booking will incur a £10 administration fee. If you cancel within 10 days of the fair or do not turn up, you will not be entitled to a refund.

All electrical equipment must be tested and approved for use in a public area.

For those on Union Street

- Union Street is closed to daytime traffic throughout Saturday and Sunday however stalls **must** be removed on Saturday evening by 6pm on Union Street to allow the road to be opened during Saturday night.
- On Sunday the stalls should be removed by 5pm.
- Set-up can begin from 8 a.m. each morning.
- Vehicles must be removed immediately after set-up and left in the designated parking place.
- There must be sufficient clearance after set-up for emergency vehicle access.
- 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]

For those on the Showground

- Set up can begin from 8 am. each day, visitors are in the showground from around 11am to 5pm Saturday and till 4pm on Sunday
- Once set up stalls can be left in place through to 4pm on Sunday however the showground does not attract visitors on Saturday evening. We do employ security people but we would not advise leaving anything of value on the field or in the marquee after 5pm
- Traders not trading directly from their vehicles will be directed to a designated parking area..
- All stalls and awnings must be suitable for erection on grass.
- For traders in the marquee there are restrictions on the maximum size of space available [see booking form]

Application Form Part 1

Please complete the following details and then proceed to the location in which you want to exhibit, either **on street, showground** or **showground under cover**.

Name and address:

Tel. Number:

e-mail:

Details of products to be offered:

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

Public Liability Insurance and Hygiene Certificates

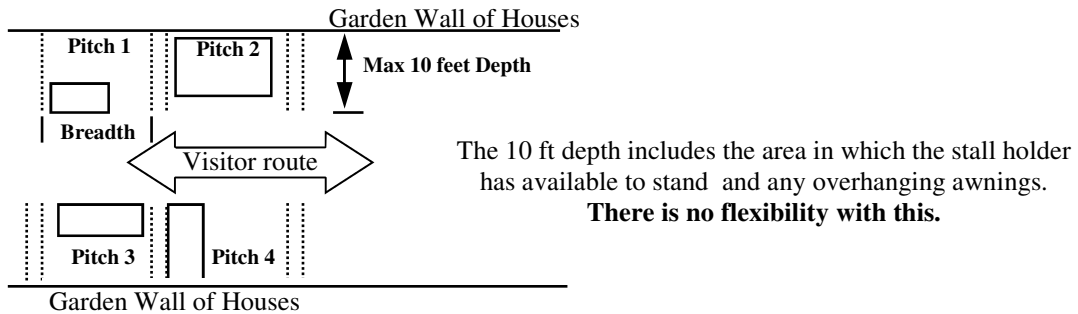
We need to see your traders **Public Liability Insurance certificate** before the fair itself. If you are a food vendor we will also need to see your **Food Hygiene Certificates**. Don't send these now if they expire before the fair itself but we will need copies before the weekend.

Now complete **one** of the part 2 forms attached for either a street, a showground under cover or outside pitch and attach it to this application.

Part 2 — Pitches on Union Street

The stalls are situated in Union Street which is closed to daytime traffic throughout both days however stalls must be removed on Saturday evening by 6 pm 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 wall or fence of the houses on either side of the road as shown below:



Pitch Size	WEEKEND PRICE	Please tick Appropriate box
Standard size pitch: Up to 10ft Breadth	£40	<input type="checkbox"/>
Large Pitch: Over 10ft Breadth	£50	<input type="checkbox"/>

PLEASE NOTE: Pitch depth is 10ft. including standing room, awning overhang as well as display space.

Please state the actual dimensions of space you require, including room to stand and space for product displays as well as your basic stall furniture.

Breadth: (see drawing above)

Depth: (max 10ft see drawing above)

I enclose a copy of: a food hygiene certificate

Please only send us certificates which will be valid for the Michaelmas Fair. If necessary send us one nearer the time—we are very strict on this and will check

Trader public liability insurance

I enclose a cheque for: £

Please make cheques payable to Bishop's Castle Michaelmas Fair

Don't forget to tell us about anything else we might need to know about your stall, we will do our best to make your weekend a successful one but it helps to know of any potential issues in advance.

Please return this form and enclosures with your payment to:

**MICHAELMAS FAIR
PO BOX 60
BISHOP'S CASTLE
SHROPSHIRE SY9 5WD**

Part 2 - Showground — Under Cover

The covered area provides stall holders with a ready made sheltered space, all you need to bring is a table or display stand. To enable visitors to pass through the maximum depth of any pitch is 8ft, this includes standing room and your display space.

Pitch Size	WEEKEND PRICE	Please tick Appropriate box
Standard size pitch: 8ft Breadth 8ft max depth	£45	
Large Pitch: Up to 12ft Breadth 8ft max depth	£50	

Electricity

Do you require access to electricity?

YES/NO

If YES please give details of intended use, we will provide a 13amp socket within 10m of your stall, don't forget all equipment must have been safety tested and labelled accordingly including the extension lead needed to reach the socket.

Intended use:

Power Consumption:

watts

I enclose a copy of: a food hygiene certificate

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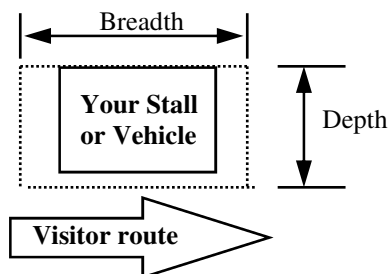
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Part 2 Showground — Open Air

Without the restrictions of the street or a marquee this option provides the most flexibility for stall holders. We need to know the total size of your display (Including space for a vehicle and somewhere for you to stand) as well as information to help ensure those of you who are trading from a vehicle can get it in and out without disrupting your neighbouring stall holders.

Pitch Size	WEEKEND PRICE			
Standard size pitch: 10ft Breadth 10ft depth (100sq ft)	£30	Actual size you require		£30
Each additional 10 sq ft Please include room to stand and space for product displays as well as your basic stall furniture. If you wish to sell directly from a vehicle, include space for that as well.	£1	Breadth	ft	£.....
		Depth	ft	
		Total sq ft		
Total Payable				£.....



Example:- A pitch 28ft x 30ft = 840 sq ft
 The first 100 sq ft = £30
 Remaining area = 740 sq ft (840—100)
 Additional Charge = £74 (£1 per 10 sq ft)
Total Charge = £104 (£30 + £74)

Electricity

Do you require access to electricity?

YES/NO

If **YES** please give details of intended use, we will provide a 13amp socket within 10m of your stall. Don't forget all equipment must have been safety tested and labelled accordingly, including any extension leads.

Intended use:

Power Consumption:

watts

I enclose a copy of:

A food hygiene certificate

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