Bishop's Castle Michaelmas Fair, 5th September 2026
Stall Holder Application Form

This is your booking form for the Bishop's Castle Michaelmas Fair 2026, which will be held on Saturday 5th September. 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 with your payment, to be able to secure a booking as soon as possible.

Background to the Michaelmas Fair

The long, established Michaelmas Fair is an ever popular 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 and continues throughout the day with the final lantern procession as darkness falls at 8-9pm.

Stall locations Pitches are available in four locations:

High Street / Church Street / Harley Jenkins Street - for stalls in these areas you would need to provide your own cover. For these stalls please note that there is no access to an electricity supply, petrol or diesel generators are not permitted.

Market Square (top of town) – for stalls in these areas you would need to provide your own cover. For these stalls please note that there is no access to an electricity supply, generators are not permitted.

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 you will need to provide your own shelter (these may be hired from Village Outreach http://www.enterprisehouse.org.uk/outreach/). 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.
9. It is not possible to trade from a vehicle, once you have unloaded your stall and products, you will be directed to a car park reserved for traders' vehicles close to the centre of town.

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, Harley Jenkins Street and the Market Square are close to traffic from 8am.
- You can start setting up your stall from as early as 8am 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 along High Street and Church Street. (3 metres 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 10.00pm on the day of the fair. If you wish to trade past daylight hours you must provide your own additional lighting.

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 2026 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 send us an email to: stalls@michaelmasfair.co.uk

General enquiries: info@michaelmasfair.co.uk or via the Town Hall on 01588 630023

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Stall Booking Form

Please tick or highlight the size of pitch you are applying for:

Location	Size	Cost	Requested
Street	3m x 3m	£45	
Street	6m x 3m	£65	

Contact Details

Name:	
Business Name/Trading As:	
Email Address:	
Mobile Number:	
Phone Number:	
Do you give consent to join our Stall Holders WhatsApp Group	
Website (If Any)	

Stall Details

Describe the products, services you offer	
Any Special requirements e.g. personal disabilities, commercial restrictions, equipment needs, etc	
Are you happy for your trading details to be featured on the Michaelmas Fair website?	

Required with your booking

Required	Included
Trader Public Liability Insurance, cover valid for 5th September - All	
Food Hygiene Certificate – Food Stalls Only	
Payment: Cheque – **Payable to:** Bishops Castle Michaelmas Fair BACS – **Sort Code:** 40-12-02 | **Account Code:** 51103725 | Account Name: Bishop's Castle Michaelmas Fair	

Please return this form with your payment to one of the following:

stalls@michaelmasfair.co.uk

Michaelmas Stalls, The Town Hall Trust, Bishop's Castle, SY9 5BG