

MARQUEE STALL APPLICATION FORM 2023

**Deadline to apply:
21 May 2023**

Questions? Need more information?
Please email marquee@shepperton-fair.org or call 01932 243565

About You

Your name	<input type="text"/>	Your telephone	<input type="text"/>
Your organisation (if applicable)	<input type="text"/>		
Address	<input type="text"/>	Charity No (if applicable)	<input type="text"/>
Town	<input type="text"/>	Optionally, a 2nd contact name for this booking	<input type="text"/>
Post code	<input type="text"/>	2nd contact phone	<input type="text"/>
Your email (clearly, please)	<input type="text"/>		

About Your MARQUEE Stall

Two sizes are available:

Single Table: 6ft wide, with two supplied chairs

Double table: 2 x 6ft wide tables, with four supplied chairs

Stall size	Price	Quantity	Sub total	Total
Single table	£60	<input type="text"/>	£	£
Double table	£100	<input type="text"/>	£	
Add electricity	£5	<input type="text"/>	£	

Payment - please tick

Cheque enclosed, payable to "Shepperton Village Fair". Receipt will be emailed or enclose SAE	<input type="checkbox"/>
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Additional documentation required - please tick to confirm, if relevant

Changes have been made this year

<p>Stallholders providing food prepared at the Fair must attach the following to their application:</p> <ul style="list-style-type: none"> A Food Hygiene Certificate issued by the Chartered Institute of Environmental Health (or similar), in the name of a person or persons present on the stall at all times A Food Premises registration letter (from your local authority) Date and result of your latest Food Hygiene Rating with a rating of at least 3 <p>Stallholders providing pre-packaged food:</p> <ul style="list-style-type: none"> Food must be labelled to disclose the product name and a list of ingredients (in descending order of weight) Labelling must also include details of any ingredients that could cause an allergic reaction – such as egg, milk, sulphites, peanuts and tree nuts <p>Stallholders collecting money of behalf of a charity must provide a "Letter of Permission" from their chosen charity, quoting the charity's registration number in the box above.</p>	Tick to confirm <input type="checkbox"/>
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Description of your Stall
Please be as specific as possible and note that *no amplified sound* is permitted.

<input type="text"/>

Special requirements or preferred plot location

This cannot be changed on the day so please make sure. Final plot allocation at our discretion.

<input type="text"/>

We ask that you read the Stallholders' Information and Rules that are enclosed. In particular, please tick to confirm you have understood these important points:

Your responsibilities as a Stallholder	Tick to confirm
The Fair and Raft Race areas are ALCOHOL-FREE ZONES (Rules 3 and 7)	<input type="checkbox"/>
Stallholders must not arrive at the ground on the day until 08.30 (Rule 13)	<input type="checkbox"/>
All Fairground type and similar amusement stalls must clearly display the Price for a Go'on a sign at least A3 (Rule F3)	<input type="checkbox"/>
Stallholders are not permitted to move vehicles on the Fair site between 11.00 and 17.00 on the day (Rule F4)	<input type="checkbox"/>
Although water will be available, it is NOT suitable for human consumption	<input type="checkbox"/>

How may we contact you AFTER this year's Fair (your GDPR preferences)?

Tick to show we can use the method, leave blank to not be contacted by that method.

By email	<input type="checkbox"/>	By phone	<input type="checkbox"/>	By post	<input type="checkbox"/>
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Your signature

<input type="text"/>
Date of signature

What to do next

Send this Form (with cheque payable to "Shepperton Village Fair") to:

**Bill and Jane Boyle, Blechynden,
Church Road, Shepperton TW17 9JT**

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NEW RULES FOR 2023

- A Spray string is banned from everywhere on the Fair grounds. (Rule 16)
- B You agree to copies of all the documentation you submit as part of your application being passed to Spelthorne Borough Council at their request. (Rule 17)
- C Providers of food at the Fair must comply with revised requirements (Rules C1 and C2)

stalls around the field and in the marquee it is important that you specify the general type of stall, ie tombola, bric-a-brac, food (type of), games, jewellery, clothes, crafts, etc. Please be aware that if you sell items other than those specifically agreed with us you may be asked to stop trading.

7 **ALCOHOL-FREE SITE:** The authorities have instructed that for those stallholders who plan to run a Bottle Tombola (or similar) the following guidelines must be adhered to:

You must advise the winner that:

- a) They must not remove the ticket from the bottle as this shows that it is a prize won at the Fair.
 - b) They must wrap the bottle and place it in a bag and not open or show the bottle when on the Fair site.
 - c) If possible and their car is parked locally, they should place the bottle in their car. If not, keep it with them in their bag.
- An alternative is for you as the stallholder to write the name (and address) of the winner on a label and attach it to the winning bottle and retain the bottle on your stall until the end of the Fair, (or when the winner decides to leave the Fair), when they will come and claim their prize.
- 8 Please ensure that you enter the correct Stall/Table and Category/Quantity on the Form, and pay the correct plot fee. If in doubt, please ask before returning the Form. Note that stall fees are non-refundable under any circumstances.
 - 9 All stallholders collecting for a charity must attach a letter of permission from

their chosen Charity to the Application Form.

10 Please note that only a limited supply of water will be available for general use, and this will not be suitable for human consumption.

11 The Fair is opened officially at 12.00 following the arrival of the Procession.

12 To ensure Field and Marquee preparations are completed, **PLEASE DO NOT ARRIVE BEFORE 08:30 ON SATURDAY.**

13 Signing or Submitting the Application Form means that you acknowledge and agree that you and your authorised helpers participate in the Fair entirely at your/their own risk in every respect, and that you absolve the Shepperton Village Fair Committee and its authorised helpers from responsibility for such risks, including personal injury, loss or damage to property (including damage or loss to you and your helpers), however this injury, loss or damage may be caused whether by fire, theft, inclement weather, power, defect in the equipment and buildings and/or infrastructure.

14 It is advised that all stallholders consider Public Liability Insurance in the event of claims against them. It is also strongly advised that stallholders carry out a Risk Assessment relevant to their intended activities. This is not red tape. It means that you have thought through what could go wrong and acted to prevent it doing so. Guidance on risk assessment is given on the Government's Health and Safety Executive website www.hse.gov.uk/risk/casestudies

15 For further information about the Fair, please refer to our website at www.shepperton-fair.org. Please email all queries relating to Field Stall Applications to: fieldstalls@shepperton-fair.org and for

SPECIAL RULES for FIELD and MARQUEE stallholders on reverse

Marquee Stall Applications to: marquee@shepperton-fair.org

16 We will generally observe your GDPR preferences but may need to use the most expedient method during this contract.

17 Shepperton Village Fair Committee, whose decision is final, will settle any questions that may arise and are not covered by these Rules.

PROVIDERS OF FOOD – SPECIFIC INFORMATION AND RULES

C1 Stallholders providing food prepared at the Fair must attach the following to their application:

A Food Hygiene Certificate issued by the Chartered Institute of Environmental Health (or similar), in the name of a person or persons present on the stall at all times

A Food Premises registration letter (from your local authority)

Date and result of your latest Food Hygiene Rating ("scores on the doors") with a rating of at least 3

C2 Stallholders providing pre-packaged food:

Food must be labelled to disclose the product name and a list of ingredients (in descending order of weight)

Labelling must also include details of any ingredients that could cause an allergic reaction - such as egg, milk, sulphites, peanuts and tree nuts.

FIELD STALLHOLDERS – SPECIFIC INFORMATION AND RULES

F1 A single full plot size is 4m wide by 5m deep (13.2in x 16.4in). If you require more, they are available in one plot increments. You must ensure that your stall, and any vehicles, all fit into your allocated plot(s). Note that with 'terraced' plots there is no side access unless it is within your own allocated space. You will be advised of your allocated plot(s) location on the day. Note that plots cannot be changed on the day.

F2 You must supply your own tables, chairs, gazebo etc, and please state on the Application Form if you have any special requirements, ie location, portable generator, vehicle on plot, etc.

F3 **ALL FAIRGROUND-TYPE AMUSEMENT STALLS MUST CLEARLY DISPLAY A SIGN, NO SMALLER THAN A3, WITH THE 'PRICE FOR A GO' OF THE AMUSEMENT.**

F4 For safety reasons, all cars must be removed from the field by 11.00. Car parking facilities for stallholders are available at the Russell Road end of the field from 11.00 to 17.00. AS THERE IS NO SAFE ACCESS, VEHICLES CANNOT BE REMOVED FROM THIS CAR PARK UNTIL THE FAIR CLOSES AT 17.00. Note that it is the stallholder's responsibility to ensure that all their helpers are aware of this rule.

F5 We strongly advise against setting up your stall on Friday night as the Committee cannot accept responsibility for it. If you choose to do so and it is not in its correct allocated plot location on the field, you will be told to relocate it, irrespective of what effort is involved, on the Saturday morning.

MARQUEE STALLHOLDERS – SPECIFIC INFORMATION AND RULES

M1 A single stall comprises a 6 foot (1.8m) table and 2 chairs. Electricity may be purchased. You can book a maximum of two tables and you must ensure that your activities all fit into your booked table space. You may not resell tables or stall space. You can request a specific location for your table(s) on the Form, but please note that these will be allocated strictly on a first come, first served basis. Please also note that your table position cannot be changed on the day.

M2 Free car parking for Marquee stallholders is available on the grass area behind the Marquee. **FOR SAFETY REASONS, VEHICLES CANNOT BE REMOVED FROM THIS CAR PARK UNTIL THE FAIR CLOSES AT 17.00.** Note that it is the stallholders responsibility to ensure that all their helpers are aware of this rule.

END OF RULES
JAN 2023