

**Deadline to apply:
14 May 2024**

STALL APPLICATION FORM 2024

Questions? Need more information?
Please email socialmedia@shepperton-fair.org or call 07738 303901



About you and your organisation

Your name			Your telephone		
Your organisation/company					
Your address			Charity No (if applicable)		
Town			2 nd contact name (if applicable)		
Post Code			2 nd contact phone (if applicable)		
Your email (clearly, please)					

About your stall booking

Plots may only be purchased in whole plot increments	Type of stall	Size	Price	Quantity	Sub total	Please note, we no longer offer half stalls on the field.	
FIELD PLOT SIZE: 4m wide x 5m deep (13ft 1 in x 16ft 5in) The "wide" side is the front facing the public.	Field: Commercial Food stall/Amusements	Full	£275		£		Grand total
	Field: Business, Products or Services	Full	£90		£		
	Field: Charities, Schools or Youth Groups	Full	£60		£		
MARQUEE TABLE SIZE: 1.83m wide x 0.76m deep (6ft x 2.5ft) Double table is two singles: 3.66m x 0.76m	Marquee: Single table	Single	£60		£		
	Marquee: Double table	Double	£100		£	£	
	Marquee: Electricity feed (13amp socket)		£5		£		

Payment: Cheque enclosed, payable to "Shepperton Village Fair". Receipt will be emailed or enclose SAE Tick to confirm:

Additional food stall documentation Please tick relevant boxes to indicate: <ul style="list-style-type: none"> Documents are required Document is enclosed 	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	Required	Enclosed
	A Food Premises registration letter (from your local authority)	<input type="checkbox"/>	<input type="checkbox"/>
	Date and result of your latest Food Hygiene Rating with a rating of at least 3	<input type="checkbox"/>	<input type="checkbox"/>
	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	Tick if this applies:	<input type="checkbox"/>
Collecting for charity? Stallholders collecting money of behalf of a charity must provide a "Letter of Permission" from their chosen charity (on charity letterhead), quoting the charity's registration number.	Enclosed:	<input type="checkbox"/>	

Description of your Stall Please be as specific as possible <i>(no amplified sound is permitted)</i>	
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Special requirements or preferred plot location This cannot be changed on the day. Final plot allocation at our discretion.	
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Your responsibilities as a Stallholder

We ask that you read the Stallholders' Information and Rules that are enclosed. Please tick to confirm you have understood these important points:	Alcohol must not be sold on the site (Rule 4)	Understood
	Stallholders must not arrive at the ground on the day until 08.30 (Rule 13)	
	All Fairground and similar amusement stalls must clearly display the "Price per ride/go" on a sign sized at least A3 (Rule F3)	
	Stallholders are not permitted to move vehicles on site between 1100 and 1700 on the day (Rule F4)	
	Although water will be available, it is NOT suitable for human consumption	

How may we contact you AFTER this year's Fair (GDPR preferences)? Tick box to indicate we can use the method	By email <input type="checkbox"/>	By phone <input type="checkbox"/>	By post <input type="checkbox"/>
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Your signature	
Date	

What to do next

Send with enclosures (eg cheque, docs) to:
**SVF Stalls, 1 Bruce Avenue, Shepperton TW17 9DP
 07738 303901**

PLEASE MAKE A SPECIAL NOTE:

A Stallholders may not sell alcohol unless express permission is granted, in writing, by the organisers. Please note we have already appointed the alcohol concessions for 2024. (Rule 4)

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 16)

C Providers of food at the Fair must comply with revised requirements (Rules C1 and C2)

COMMON RULES**APPLICABLE TO ALL STALLS**

1 Selling a booked plot to another stall-holder is prohibited and will result in non-participation in subsequent years' Fairs.

2 No amplified sound is allowed

3 Display or prizes of live animals, fishes etc are strictly forbidden. Alcoholic beverages must not be sold or given as prizes to persons under 18.

4 Stallholders may not sell alcohol unless express permission is granted, in writing, by the organisers. Please note we have already appointed the alcohol concessions for 2024.

5 No stallholder is allowed to trade on any part of the field or marquee except within their plot/table boundaries. This means that no one may walk around the site collecting money, distributing leaflets, advertising etc.

6 It is the stallholder's responsibility to ensure no rubbish is left behind. Failure to observe this requirement will result in non-participation in subsequent years' Fairs.

7 In order to allow us to distribute similar 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.

8 Spray string is banned from everywhere on the Fair grounds.

9 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.

10 All stallholders collecting for a charity must attach a letter of permission from their chosen Charity to the Application Form.

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

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

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

14 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.

15 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

16 You agree to copies of all the documentation you submit as part of your application being passed to Spelthorne Borough Council at their request.

17 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

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

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

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

**SPECIAL RULES for
FIELD and MARQUEE
stallholders on
reverse****PROVIDERS OF FOOD****SPECIFIC INFORMATION &
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 (ie the front) by 5m deep (ie the side) (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 required 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

January 2024