Hat Fair 2021

Stalls Application

Festival Dates: Friday 02 July – Sunday 04 July 2021

Please return completed applications by Email Only to: [markets@hatfair.co.uk](mailto:markets@hatfair.co.uk) SUBJECT: **HF21APP**

APPLICATION DEADLINE: Friday 7th May 2021

STEP ONE: Your Details

|  |  |
| --- | --- |
| NAME OF ORGANISATION |  |
| CONTACT NAME |  |
| ADDRESS |  |
| E-MAIL ADDRESS |  |
| CONTACT NUMBER |  |
| MOBILE NUMBER |  |
| DESCRIPTION OF PRODUCTS  Please be as comprehensive as possible. This information is used both for promotional purposes and to help with positioning the stalls so similar products are not located too closely together. |  |
| DESCRIPTION OF YOUR STALL  eg gazebo, purpose built food preparation, etc. Please note that stalls will NOT be supplied. |  |
| STALL DIMENSIONS NOTE:Prices below are for a 3x3 pitch, any questions regarding this should be sent via email to: [markets@hatfair.co.uk](mailto:markets@hatfair.co.uk) |  |
| WHERE DID YOU HEAR ABOUT THIS EVENT? |  |

Please attach photographs of your stall and your products, or a link to online images. It’s really important we can see what sort of stall you have and what your products are like to help us decide.

If you are happy for these photographs to be used for promotional purposes, please tick here:

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STEP TWO: Stall Venue and Prices

Please do NOT send any payment with your application. If your application is successful, you will be issued with an invoice with options on how to pay.

Please select the stall you would like from the table below. All prices include VAT and relevant street trading fees. \*You must attend all 3 days unless applying for a Charity stall. These will be offered by each day to enable us to help more organisations.

You can find out more detail from the information sheet included in this pack. Please note that these are the venues as currently planned, however they are subject to confirmation.

Stall structures will not be provided– you must provide your own equipment all to the required comercial standard. (e.g. gazebo, table etc.).

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| --- | --- | --- | --- | --- |
| **Venue**  North Walls Recreation Ground. | **Dates**  Fri: 02/07/21 Sat:03/07/21  Sun:04/07/21 | **Stall type** | **Cost per day** | **Please tick if required** |
| There will be 1 session  Please also fill in Step Three below | Fri: 16.00-20.00 |  |  |  |
| Ice Cream | £80.00 |  |
| Food and Drink | £150.00 |  |
| Charity | £30.00 |  |
| Art and Craft | £40.00 |  |

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| There will be 5 sessions over 3 days.  Please also fill in Step Three below | Sat:10.30-14.30 & 16.30 - 20.30  Sun:10.00-14.00 & 15.30 - 19.30 | **Stall type** | **Cost per day** | **Please tick if required** |
| Ice Cream | £350.00 |  |
| Food and Drink | £250.00 |  |
| Charity | £60.00 |  |
| Art and Craft | £100.00 |  |

Environmental bonds

For Food & Drink traders (including coffee, ice cream, bars, snacks and smoothies stalls), an environmental bond will be charged in addition to the pitch fee. If the site is cleared to the approved standard, it will be returned to you within 20 working days after the end of the event. The environmental bond price for 2021 is £150 per stall.

STEP THREE: Additional Requirements

|  |  |  |
| --- | --- | --- |
| Do you require power? | Yes | No |
| Can you provide your own diesel generator?  *North Walls Recreation Ground Only* | Yes | No |
| If you need us to provide power, how much do you need? | 16 Amp - £40 | 32 Amp - £70 |
| Please list the appliances that you will be powering | | |

PETROL GENERATORS ARE NOT PERMITTED. GENERATORS MUST BE DIESEL ONLY.

STEP FOUR: Required Documents

Please ensure copies of the documents relevant to you are included with your application. PLEASE DO NOT SEND ORIGINALS AS WE ARE UNABLE TO RETURN THESE TO YOU.

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| Who needs to send this? | ITEM | Checklist |
| All stallholders | Completed Application Form and Signed Terms & Conditions |  |
| Evidence of Public Liability Insurance  Food & drink stalls: minimum of £5 million  All other traders: minimum of £2 million |  |
| Risk Assessment including Covid19 Health and Safety procedures. |  |
| Photographs of your stall and, if possible, your products. |  |
| Food and Drink stallholders only | Food Hygiene Certificates |  |
| HACCP Documents |  |
| Local Authority Registration Document |  |
| If you use power / gas | PAT certificates – required for all electrical appliances used at the event |  |
| Gas Safety Certificates – required for all gas appliances and equipment used at the event. |  |
| If you employ 5 or more people | Health & Safety Policy |  |

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I have read and understand the *Hat Fair 2021 Terms and Conditions for Stall Holders*. I agree to operate within these and understand that failure to do so may result in the closure of my stall and forfeit of my pitch fee.

Signed: Date: