

Otford Village Fete

Monday 27 May 2024 - 11.00am – 4.00pm

Theme: 'The French Connection'

Booking Form – Craft Stallholders



Your Name:	
Business/Company name:	
Address:	
Email:	
Telephone/Mobile No:	
Website address (if relevant)	
Social media address:	
Please confirm the items you will be selling. (To ensure we have a balanced and fair market, you will need to list everything you intend to display for sale. Any items not listed may result in you being requested to remove them on the day):	

Insurance

We require all stall holders to have public liability insurance of at least £1million. Please supply a copy of your current Public Insurance Certificate.

Risk Assessment

It is a requirement of our insurance that we need to have a risk assessment for every activity and stallholder at the Fete. Please supply a copy of your risk assessment. There is a blank template attached with the invite email as an example for you to use to base yours on.

Fees

The cost of pitches will be £35.00, **early bird Offer - £30 for payment by 1 April 2024**. We expect to have a waiting list and if we have not received your payment by Friday 3 May, we will offer it to another stallholder. Please note: No VAT is added and Fees are non-refundable.

Payment instructions:

Please pay by Bank Transfer

Bank: Lloyds

A/c Name: THE OTFORD SOCIETY

Sort Code: 30-98-97

A/c No: 83442563

Reference: your business name

Pitch

Each pitch will be suitable for a standard gazebo – 3m x 3m (you must provide your own gazebo, table, chair)

How many pitches do you require?:

Please return your completed form via email to: Jenny Kelly

Email address: jenny@otfordsociety.org.uk Mobile: 07788 204664

Checklist of submissions	
Booking Form	
Copy of PL Insurance Certificate	
Photograph of product for marketing	
Completed risk assessment	
Payment	

Terms and Conditions

Pitch specification

Stallholders will be allocated a pitch prior to the event and directed to this on the event day. Pitches are thoroughly thought out to give a good spread of the market, please don't ask to move on the day.

Pitches cannot be sub-let.

Traders may not trade outside of their allotted pitch.

Stallholders must bring their own equipment, table, chairs, and gazebo.

Stallholders must ensure their gazebo is fully secured and weighted for ALL conditions. Stallholders must ensure they have an adequate gazebo and weights to protect themselves and others.

There will be no access to power on the recreation ground.

Generators are not permitted.

Health and Safety

The Stallholder will take all reasonable steps to provide a safe environment for their own and other's safety.

The Fayre Committee will not be responsible for any injury incurred to stallholders or any other person because of the stallholder's activities. Medical Cover will be on site throughout the day.

All hazards, identified by the Stallholder, at the event must be reported to the organisers so that appropriate action may be taken.

The event organiser reserves the right to close and remove any stall that does not meet the health and safety standards of the event.

The Stallholder will be responsible for their own waste and will leave the site free of debris and waste products.

The Stallholder agrees to unload supplies from vehicles and to park said vehicles as direct by Fete Manager.

Code of Conduct

All stallholders shall maintain proper standards of conduct and concern for other participants and the public and shall avoid any conduct or activity that may bring the event into disrepute.

Cash handling

All stallholders are responsible for cash handled at their site during the Fete, this includes ensuring that they have an adequate float. There is no cash dispenser or WIFI on site and it is recommended that you organise your own card reader.

Venue & Date

Exhibitors must be set up by 10.00am at the latest. You must continue to trade until 4.0pm and you will not be allowed to drive back on to the site until the Fete officially closes at 4.00pm. Further joining instructions will be sent closer to the event.

Payment

The stallholder will pay The Otford Village Fete for their stand prior to the fete but not later than **1 April 2024** to take advantage of the **Early Bird Offer of £30 or £35 thereafter but no later than Friday 3 May** as we usually have a waiting list for spaces.

Acceptance of terms and conditions

Signature:

Date:

Company: