

# Chalfont St Giles Show – 3 September 2011 – Application for a stall

## Section A - Your Contact Information

*We will use the following information to contact you prior to the show.*

Your name			
Your address			
	Postcode		
Your phone number(s)		Your email address	

## Section B - Your Stall

*We will include the following information in the show programme which is handed out to visitors. It can only be included if we receive your application prior to 24 August 2011.*

Name of business, organisation or individual			
Description of stall (maximum 10 words)			
Website address			
Email Address		Phone number	

## Section C – Your Pitch

	Cost
<i>Please tick one option</i> <input type="checkbox"/> Standard Outdoor Pitch 4m x 4m (£40) <input type="checkbox"/> Indoor Pitch 4m x 2m (£50) <input type="checkbox"/> Special Outdoor Pitch (price by negotiation)	£
Number of tables 2ft x 6ft (max 2 for indoor stalls) £5 per table	£
Number of chairs (max 2) £2.50 per chair	£
Electricity supply to your stall? (indoor stalls only) for £10	£
Do you need more than two people to man your stall? First two people are free, additional people are £3 each.	£
<b>Total Cost of Your Stall</b>	<b>£</b>

## Section D – Other Requirements

Food and drink - <i>Please tick one option</i> <input type="checkbox"/> We will not sell food or drink <input type="checkbox"/> Our produce is edible/drinkable but is intended to be consumed away from the show <input type="checkbox"/> Our produce can be consumed at the show, and the committee has confirmed that this is acceptable	
For outdoor stalls only – from how many sides do you want your stall to be open? We will attempt to meet your requirements but cannot give any guarantee	**One side/Two sides /Three sides /No preference
Do you have any other specific requirements regarding your stall? Eg disabled access, preferred location, your vehicle forms part of the stall? You may like to discuss this with us first.	

## Section E – Your Public Liability Insurance

You must supply us with a copy of public liability insurance which covers the date of the show. If you don't have insurance, you may want to try The National Market Traders Federation– visit <a href="http://www.nmtf.co.uk">www.nmtf.co.uk</a> or call 01226 749021. The show committee does not necessarily recommend NMTF as the most appropriate insurance provider for your business.	
Do you currently have public liability insurance which covers 3 September 2011	** Yes/No
What is the renewal date of your current policy?	<input type="checkbox"/> N/A <input type="checkbox"/> ____/____/201__
When can we expect to receive a copy of your insurance policy?	<input type="checkbox"/> Now <input type="checkbox"/> ____/____/2011

## Section F – Your advert in the Show Programme

In 2010, for the first time, we produced a programme which gave details of all stalls, as well as other information about events at the show. This was handed out free to visitors as they arrived. In 2011 we intend to repeat this, but the programmes will also feature adverts from up to 8 stall holders, available for £50 on a first-come-first-served basis. Artwork for a 6 cm x 8.5 cm monochrome advert must be supplied no later than 15 August 2011. Contact us first to check whether we still have advertising space available.

- Yes, I contacted you to reserve an advert for £50
- I would have liked an advert, but you've told me I'm too late. Contact me if you get a cancellation.
- No, I do not want an advert thank you

## Section G – Your Payment

Total cost is £  \*\*\*(including £50 for advert)

- I enclose a cheque payable to Chalfont St Giles Show
- I have initiated an electronic payment to the Show account

Account Name: Chalfont St. Giles Show Account

Sort code: 20-02-06 A/C Number: 30256919

For the payee's reference please use the word "Stall" followed by the name of your organisation

## Section H – Booking Conditions and Your Application

1. Your attendance at the show is entirely at the committee's discretion. We reserve the right to decline an application for a stall which is not in keeping with the character of the show.
2. You do not have the exclusive right to sell any product at the show. The committee gives you no guarantee whatsoever that it will not book a stall which you regard as a competitor.
3. You must provide evidence that you have a public liability insurance policy which covers the date of the show. If we do not have the evidence, we regret that we will not be able to allow you to attend the show.
4. If you cancel your booking before 1 August 2011, we will refund your booking fee, less a £10 administrative charge. After 1 August, any refund will be at the discretion of the committee. No refund will be made if the cancellation is due to adverse weather.
5. You must not sell food or drink which can be consumed at the show, unless you have first agreed this with the committee
6. The committee cannot be held responsible for any loss or injury caused as a result of your attendance at the show.
7. The committee cannot guarantee the weather on Show Day.

I apply for a stall in accordance with the conditions set out above

Signature

Date

## Section I – Next Steps

Submit your application form as follows.

Either:

Scan and email the form to [steve.pendray@csgshow.org](mailto:steve.pendray@csgshow.org)

Or:

Post the form to Steve Pendray, 75 Kings Road, Chalfont St Giles, Bucks HP8 4HN

Remember to include your payment and insurance

### What happens next?

We aim to acknowledge receipt of your application within 2 weeks of receipt. On or before 27 August 2011 we will send you "joining instructions" with details about arrangements for the day. Our normal method of communication will be by email (if you have supplied an email address). Bear in mind that the show is run entirely by volunteers and I have a full time job.

Please consider whether you can decorate your stall in the theme of the show "Down on The Farm". A prize will be awarded to the best decorated stall (whether or not it is in the theme of the show).

I look forward to welcoming you to the Show on 3 September.