

# CHALFONT ST GILES SHOW – APPLICATION FOR A STALL

DATE: SATURDAY 1st SEPTEMBER 2018

Venue: Stone and Silsden Meadows, Chalfont St Giles HP8 4QF

## Section A – Your Contact Information

*We will use the following information to contact you prior to the Show*

<b>Your name</b>	
<b>Your email address</b>	
<b>Your address</b>	
<b>Your phone number(s)</b>	Post Code:

## Section B – Your Stall

<b>Name of business, organisation or individual</b>		
<b>About Your Stall</b> (NOT for inclusion on the website/in the programme) - please list <b>all types of items</b> you are intending to sell from your stall. You will not be allowed to sell items not included here.		
<b>Description of stall</b> for inclusion on the website &/or in the Programme <i><b>N.B. Must be received by 1st August 2018 to be included on the website/in the Programme</b></i>	<b>Maximum 10 words only</b>	
<b>Two only</b> of website address, email address, business telephone number or mobile number	1.	2.

## Section C – Your Pitch

<p>IF PAID BOOKING IS <u>RECEIVED BY</u> 1ST AUGUST 2018, COSTS ARE AS FOLLOWS:</p> <p><b>Please tick one option:</b></p> <table style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/> Standard Outdoor Pitch 4mx4m - £45.00</td> <td><input type="checkbox"/> Standard Indoor Pitch 3mx2m - £55.00</td> <td><input type="checkbox"/> Special Pitch (size/price by negotiation)</td> </tr> </table> <p>IF PAID BOOKING IS <u>RECEIVED AFTER</u> 1ST AUGUST 2018, COSTS ARE AS FOLLOWS:</p> <table style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/> Standard Outdoor Pitch 4mx4m - £50.00</td> <td><input type="checkbox"/> Standard Indoor Pitch 3mx2m - £60.00</td> <td><input type="checkbox"/> Special Pitch (size/price by negotiation)</td> </tr> </table> <p><b>NO BOOKINGS WILL BE ACCEPTED AFTER 25TH AUGUST 2018.</b></p> <p>Please note that the pitch fee includes the space for your stall and ONE adult show entry wristband <u>only</u>: for the standard outdoor pitch, you will need to bring your own gazebo <b>with weights or pegs</b>, tables, chairs etc.: for the standard indoor pitch, you will need to bring your own tables, chairs etc.</p> <p><b>N.B.</b> The pitch fees shown above are for stalls <u>not</u> selling food or drink: for Food and Drink Stalls please see below.</p>	<input type="checkbox"/> Standard Outdoor Pitch 4mx4m - £45.00	<input type="checkbox"/> Standard Indoor Pitch 3mx2m - £55.00	<input type="checkbox"/> Special Pitch (size/price by negotiation)	<input type="checkbox"/> Standard Outdoor Pitch 4mx4m - £50.00	<input type="checkbox"/> Standard Indoor Pitch 3mx2m - £60.00	<input type="checkbox"/> Special Pitch (size/price by negotiation)	£
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<p>Do you need more than one person to man your stall? The <u>first person only</u> is free; extra wristbands for additional people may be bought at the time of booking at the special trader's price of £5.00 each.</p> <p>If you are bringing your child/children (5-17 years) with you please email us in advance on <a href="mailto:traders2018@csgshow.org">traders2018@csgshow.org</a> to arrange for the purchase of wristband(s) for them.</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 2px;">Number of <b>additional</b> wristbands @ £5.00 each is <input style="width: 30px;" type="text"/></td> </tr> </table>	Number of <b>additional</b> wristbands @ £5.00 each is <input style="width: 30px;" type="text"/>	£				
Number of <b>additional</b> wristbands @ £5.00 each is <input style="width: 30px;" type="text"/>							
<p><b>FOOD AND DRINK</b> If you wish to sell food or drink at this year's Show, you <u>must</u> contact us on <a href="mailto:traders2018@csgshow.org">traders2018@csgshow.org</a> before completing this form, as special rates are in operation this year</p>							
<b>TOTAL COST IS:</b>	£						

## Section D – Your Payment

Tick one of the following boxes

I enclose a cheque made payable to “Chalfont St Giles Show”

I have paid electronically on

/ /2018

Electronic payment may be made using the following details:

Account Name: Chalfont St Giles Show

Sort Code: 20-02-06

Account Number: 30256919

For payee’s reference, please use “CSGStall” followed by the name (or abbreviation of the name) of your organisation

If you require an invoice before payment can be made, please give details below:

Name and address:

If you require a receipt please tick box

## Section E – Your Public Liability Insurance

In order to attend the Chalfont St Giles Show as a trader, you **MUST** have Public Liability Insurance covering the date of our Show, a copy of which must accompany this application.

**N.B. WE REGRET THAT YOUR APPLICATION FOR A PITCH WILL BE REFUSED UNLESS A COPY OF YOUR INSURANCE HAS BEEN RECEIVED.**

*For Office Use Only*

## Section F – Other Requirements

For outdoor stalls only – from how many sides do you want your stall to be open – one, two or no preference?

Please tick one box:

One side

Two sides

No preference

Any other requirements regarding your stall? e.g. disabled access; position on meadows; your vehicle to form part of your stall etc. Whilst we will do our best to meet your requirements, we **CANNOT GIVE ANY GUARANTEE** that all or any of these will be met.

## Section G – Next Steps

If you have any queries about this form or your stall, please contact us at [traders2018@csgshow.org](mailto:traders2018@csgshow.org) or by post at the address below.

Before signing the form, please tick the box to indicate that you have read & accept our booking conditions, which can be found on our website [www.csgshow.org/stalls](http://www.csgshow.org/stalls). Failure to do so will invalidate the application.

SIGNATURE

DATE

If emailing this form, you can use the Adobe Fill & Sign app to fill in this form

When you have completed this form, please email to [traders2018@csgshow.org](mailto:traders2018@csgshow.org) or post it to:

CSG Show  
Mead Croft  
London Road  
CHALFONT ST GILES  
Buckinghamshire  
HP8 4NJ

Please remember to include a copy of your PUBLIC LIABILITY INSURANCE and PAYMENT as appropriate.

**WHAT HAPPENS NEXT?**

We will acknowledge receipt of your application as soon as possible and inform you if you have been allocated a pitch. On or before 28th August, we will send you “joining instructions” with details about the arrangements for the day. Our normal method of communication will be by email. Please bear in mind however that the committee members are all volunteers and so communications may sometimes take a little time!

**WE LOOK FORWARD TO WELCOMING YOU TO OUR SHOW ON 1st SEPTEMBER.**