



Staines-upon-Thames Day

Sunday 30th June, 2019

STALLHOLDER BOOKING FORM

Title: Mr/Mrs/Ms/Miss	
Surname:	First Name:
Organisation/company name:	
Address:	
	Postcode:
Home/Office Number:	
Mobile Number:	
Email Address:	
Twitter Name:	
Product/Service:	
Activity/Game:	

	Cost £
CHARITY BOOKING <input type="checkbox"/> I wish to book _____ (please give no of stalls)) at £25 charity rate for 3m x 3m space with Gazebo provided.	
CRAFT MARKET STALL <input type="checkbox"/> I wish to book _____ (please give no of stalls) at £54	
HIGH STREET FOOD MARKET STALL. If you are interested in having a stall in the artisan food market please describe product below and tick here and we will contact you	
TOTAL PAYMENT ENCLOSED:	£

Please complete this form and return by email to stainesuponthamesday@outlook.com (BACS payment to be made within 30 days of acceptance) or by post with cheque made payable to **Spelthorne Borough Council** and sent to:

Jane Nuti
 Staines upon Thames Day
 31, Grove Road
 Chertsey
 Surrey.
 KT16 9DN



-2-

NOTES TO STALLHOLDERS

1. **Allotment of space.** Space will be allocated by the Event Organisers. Every endeavour will be made to meet the general wishes of stallholders with regard to position, without causing unfairness to others. The Event Organisers reserve the right to reject any proposed entry, or to cancel an entry without being required to give a reason.
2. **Confirmation of space reserved.** Applications for space will be confirmed upon receipt of the booking form and payment. Cheques should be made payable to Spelthorne Borough Council. Please allow 5 working days for funds to clear.
3. **Cancellation of space reserved.** In the event of cancellation two weeks notice, i.e. 14 days, is required to receive a full refund. Any cancellations received within 14 days of the event will not be refunded unless the space is re-let.
4. **Electricity.** There is no electricity available on site.
5. **Generators.** Generators are not permitted on site unless they form an integral part of an exhibition unit and therefore are not visible and do not cause annoyance to neighbouring exhibitors.
6. **Fire Precautions.** Fire precautions on stands are the responsibility of the exhibitor. Any exhibitor intending to use gas cylinders (e.g. Calor gas, propane, butane, helium, etc) on the day of the festival is to notify the event organisers at the time of the booking. No open fires will be permitted.
7. **Rubbish:** Stallholders are responsible for removing all rubbish generated by their stall.
8. **Arrival & Departure.** The festival grounds will be open from 8.00am on the day of the event and stallholders should have their stands arranged in proper order by 10.30am. Dismantling of stands may commence 4.00pm on the day of the festival with all items removed from site.
9. **Deliveries.** All stallholders will be required to move their vehicles from the festival grounds by 11.00am on the day of the event. Goods arriving after 11.00am must be carried by foot to the grounds.
10. **Insurance.** It is the responsibility of stallholders to ensure they have appropriate insurance to cover their activities on the day.
11. **Security.** The Event Organisers will not be responsible under any circumstances for the safe keeping of any article or item exhibited or brought into the festival by a stallholder.
12. **Undue Noise.** No stallholder will be allowed to shout or call attention to his goods or use any equipment that might cause annoyance to other stallholders. The selling of goods by auction is prohibited.
13. **Sale of Food and Drinks.** Stallholders, other than those applying for a catering concession, are not permitted to sell food, liquid or other refreshments without prior permission.
14. **Appeals, competitions, raffles, etc.** Organisations wishing to make appeals or run competitions must first write to obtain permission from the Event Organisers, and will NOT be allowed to make collections outside the limits of their stands unless permission has been granted.
15. **Health & Safety.** The Event Organiser is responsible for all aspects of health and safety and reserves the right to cancel or postpone the event without refund in the event of harmful or dangerous situations such as adverse weather conditions, major incidents, terrorism or communicable diseases.