

BROADSTAIRS FOLK WEEK CRAFT FAIR 2017

Application for Non-Catering Spaces
SATURDAY 12th AUGUST – FRIDAY 18th AUGUST 2017

APPLICATION FORM

PLEASE FILL IN ALL SECTIONS EVEN IF YOU HAVE BEEN TO THE FESTIVAL BEFORE

Please print details below in block capitals, take a photocopy for your records & send back to BFW.

All applications to the Craft Fair must be submitted on this form. Submission of this form does not guarantee you a pitch, we will confirm this to you in writing.

Name of Stallholder and Trading as			
Name for Wrist Bands – Maximum -Two per stall) <i>All traders will need to wear a wrist band for ID and access to compound out of hours.</i>		1.	
		2.	
Address			
Post Code:			
Telephone & Mobile Number:			
E Mail Address:			
Website Address:			
Registration Number of your Vehicle			
Description of Stall Please give a full description of the items on sale at your stall. A description saying 'craft' will not be accepted. Please attach additional information if you have some available, especially photos of your normal stall.			
Outside or Inside Stall		<i>(please circle preferred option)</i>	
Outside stalls			
A few OUTSIDE STALLS offer space behind to park vehicle <u>which is an extra £50 for week</u> staying on site. Caravans only as part of stall, no tents. Pre booking essential - please read terms and conditions. Other outside stalls have 10ft depth and are either up against the tent or the fence.			
Outside Stalls – Frontage Min 10ft – Max 30ft		<i>£46 per foot per week per stall not including on site camping</i>	
Your frontage requirementft	x £ 46 =	£
Camping on craft fair site/ vehicle behind stall (for a limited number of outside pitches only.)		£50 for the week	£
Inside stalls			
Camping or parking on site is not available for inside stalls. Inside stalls have 6ft depth. Pre booking essential - please read terms and conditions.			
Inside Stalls – Frontage Min 10ft – Max 25ft		<i>£46 per foot per week per stall</i>	
Your frontage requirementft	x £ 46 =	£
Options for all stall holders			
POWER SUPPLY: There is overhead lighting inside and outside of the craft tent supplied within you fee. For extra power supply or lighting: <ul style="list-style-type: none"> • 1kw of power direct to your stall is an <u>extra</u> £60 per week on your stall charge. You will be supplied with a socket for a 3 pin 13 or 16 amp. • If you <u>also</u> want to hire a light fitting for one socket the total charge is £70 per week. • If you want to have 2 sockets @ 1kw each for the week – the price is £100. • No appliance should exceed the wattage. • ALL YOUR EQUIPMENT MUST BE PAT TESTED BEFORE FOLK WEEK. We need you to send a copy of your PAT certificate to us in advance and you MUST bring a copy with you. 			£
<u>TABLES</u> available to hire 6ft x 2ft No chairs supplied	£12 per table for the week	Number of tables _____	£
Camping on Festival Campsite located 10 minute drive from Craft Tent.	£7 per night or £45 per week (per person)	NAMES FOR Festival Camping 1. 2.	£
<i>Total Cost</i>			£

NB: Folk Week has no allocated parking in town for stallholders and all parking is at owner's own risk.

Have you enclosed.....?

PAYMENTS I have included £50 deposit – deadline March 2017 (Balance Outstanding – <i>by 30th June 2017</i>) I have already paid a deposit to Folk Week I have included the full payment Please make cheques payable to: Broadstairs Folk Week NB – IF WE HAVEN'T HEARD FROM YOU – WE WILL NOT CHASE YOU AND WE <u>WILL</u> SELL YOUR SPACE. We will NOT accept post-dated cheques.	Deposit of £50 Yes/No Already paid a Deposit of £_____ Full Payment of £ _____
INSURANCE I have included a copy of my Public Liability Insurance policy (or please indicate date renewal date here and send copy as soon as you have received the new document.) A Photo of NFMT membership card also accepted.	Yes/No RENEWAL DATE OF INSURANCE.....
RISK ASSESSMENT I have enclosed a completed Risk Assessment Form Please fill this out properly as a Council official will be checking it. (<i>If you need help we will send you an example</i>)	Yes/No
ELECTRICITY (if applicable) I have enclosed copies of my PAT certificates for any electrical items I may wish to use.	Yes/No
NB BROADSTAIRS FOLK WEEK MAY CANCEL THE BOOKING IF THE APPLICANT DEFAULTS IN PAYMENT OF THE DEPOSIT OR THE FULL AMOUNT BY THE STATED DEADLINES ABOVE.	

I/We agree to booking terms and conditions and have enclosed all the requested information

Signature.....

Name of Block Capitals

If any queries please either contact Pauline Longman or Jo Tuffs at the Festival Office.
All decisions regarding stalls are made jointly between Pauline and Jo.

Please return this form to:

Broadstairs Folk Week
Pierremont Hall
Broadstairs CT10 1JX
E Mail: info@broadstairsfolkweek.org.uk
Telephone: 01843 604080

Office Use only:
We confirm receipt of booking for:

Trader:
Frontage:
Electricity:
Camping:
Balance Outstanding:
Risk Assessment form:
Insurance Details:
PAT certificate if applicable: