

# BROADSTAIRS FOLK WEEK CRAFT FAIR 2022

Saturday 6<sup>th</sup> AUGUST – Friday 12<sup>th</sup> AUGUST 2022

**Please fill in all sections even if you have been to the festival before, it is essential that you read the Festival Craft Fair Terms and Conditions 2022.** Submission of this form does not guarantee you a pitch, we will confirm this to you in writing.

Name of stallholder			
Trading As			
<b>Address</b>			
Post Code			
Telephone & Mobile Number:			
Email Address:			
Website Address/Facebook page etc:			
<b>Description of Stall</b> Please give a full description of the items on sale at your stall. We will do our best to restrict the number of similar stalls. Please attach additional information if you have some available, especially photos of your normal stall. Please note that you might not be allowed to sell items that are not listed in this section			
<b>OPTION 1 Pitch spaces – supply your own shelter</b>			
Shelters or gazebos must be secured down and be able to withstand strong winds and rain. This site is on the cliff top. Prices are for the full 7 days trading - please read the Terms and Conditions			
<b>Standard 3m x 3m pitches</b> (approx. 10ft x 10ft)	If you require a pitch width bigger than 3m, you can add extra at £140 per metre.	£460 minimum Plus £140 x ____ m extra	£
<b>Extra-large 3m x 4.5m pitches</b> (approx. 10ft width x 15ft depth) Vehicle space behind. No motorhomes or caravans. Vehicles cannot be moved off site during the week.	<i>VERY LIMITED NUMBER</i> If you require a pitch width bigger than 3m, you can add extra at £150 per metre.	£560 minimum Plus £150 x ____ m extra  With/without van space	£
<b>OPTION 2 Pitch spaces – within a marquee</b>			
We changed the layout in 2021 and no longer have a closed-in marquee. Instead, our narrower marquees open outwards to the public to reveal your shop front. Please bear this in mind with regards to weather. Curtain sides will be in place for traders to close overnight. Prices are for the Full 7 days trading - please read the Terms and Conditions			
<b>Standard 3m x 3m pitch</b> (approx. 10ft x 10ft)		£480.00	£
<b>Double Width 3m x 6m pitch</b> (approx. 10ft x 20ft) Marquee support legs are every 3m.		£940.00	£
<b>OTHER OPTIONS FOR ALL STALL HOLDERS</b>			
<b>Camping and overnight stays</b>			
Camping and overnight stays at the Festival Campsite. There is no camping on the craft fair site (please book in advance). Campsite rules apply, all Campsite amenities will be open to you. We run a regular minibus service to and from the campsite.		£60 for the week (max2 persons)	£
<b>Electricity Options for all stall holders</b>			
There is general overhead lighting around the site and in the open marquees which is supplied within your fee. Additional options are:			
<ul style="list-style-type: none"> <li>a) £60 – 1 x 13amp socket @ 1kw of power direct to your stall.</li> <li>b) £60 – 1 x 16amp socket @ 1kw of power direct to your stall.</li> <li>c) £70 – 2 x 13amp socket @ 1kw of power direct to your stall.</li> <li>d) £90 – 1 x 32amp supply @ 1kw of power direct to your stall.</li> </ul>			a/b/c/d
You must have proof of PAT testing for your electrical equipment. Please see terms and conditions. <b>We are no longer able to supply a light fitting for outside traders</b> , if you require additional lighting you will need to supply your own, using either solar or that can be plugged into a 13amp socket. This will need to have a PAT certificate and with the correct IP rating. Power will be available from Friday 6 <sup>th</sup> and will be supplied between the hours of 9.30am and 9.30pm.			£

<b>Table hire</b>		
TABLES for hire 6ft x 2ft (No chairs supplied). I request _____ tables x £12 per table for the week		£
		<b>Total Cost</b> £
<b>NB: Folk Week has no allocated parking in town for stallholders, we do have spaces at our campsite and have a regular minibus to and from the seafront. All parking is at owner's own risk.</b>		

<p><b>PAYMENTS</b>          £100 deposit payable on acceptance of your application – deadline for consideration 30<sup>th</sup> April 2022. Late applications may still be considered but risk decline.          I agree that I will pay the <b>balance by 30<sup>th</sup> June 2022, or my application may be cancelled.</b>          You will be sent an invoice with a payment link on it to pay by card or PayPal, or you are welcome to pay by cheque to: Broadstairs Folk Week or make direct payment to the Festival sort code:401502 acc:41237853 please reference the payment CF22 and your stall name or surname e.g., CF22SMITH</p>	<p><b>INVOICES WILL BE SENT ONCE APPLICATION HAS BEEN ACCEPTED.</b></p> <p>Deposit of £100 Enclosed or paid direct Yes/No</p> <p>Deposit of £_____ already paid Yes/No</p> <p>Full Payment of £ _____ enclosed or paid direct</p>
<p><b>INSURANCE</b>          I have included a copy of my current Public Liability Insurance policy or will provide when renewed certificate is available.          A Photo of NFMT membership card also accepted.</p>	<p>Yes/No          RENEWAL DATE OF Insurance/membership.....</p>
<p>Health and Safety - <b>RISK ASSESSMENT</b>  <b>We expect you to take steps to ensure your own personal safety and that of your staff and customers. Please submit a completed Risk Assessment.</b> It is the responsibility of each stallholder to ensure that they are compliant with any Government COVID-19 regulations that may be in place. If you have a Covid 19 safety certificate or similar, please submit a copy.</p>	<p>I have enclosed my updated risk assessment form. <b>Yes/No</b></p>
<p><b>ELECTRICITY (if applicable)</b>          I have enclosed copies of my PAT certificates for any electrical items I may wish to use. I understand that failure to be compliant with rules will result in my losing electricity supply.</p>	<p>Yes/No</p>
<p><b>Gas</b> – you must inform us if you intend to have any gas canisters on or near to your stall.</p>	<p>Yes / No type _____</p>
<p><b>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.</b></p>	

All stalls will be issues with 2 wristbands. Traders must wear a wrist band for ID and access to the craft fair compound. Our volunteer staff and security reserve the right to refuse access to anyone without a wristband. Please let us know if you require more than 2 wristbands for your stall \_\_\_\_\_

**I/We agree to abide by the Broadstairs Folk Week Craft Fair Terms and Conditions 2022 and have enclosed the requested information.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Please return this form to:  
 Broadstairs Folk Week  
 Music Room  
 Pierremont Hall  
 Broadstairs CT10 1JX  
 E Mail: enquiries@broadstairsfolkweek.org.uk  
 Telephone: 01843 604080