

CRAFT FAIR INFORMATION and TERMS and CONDITIONS 25-26-27-28 2017

Our craft area is situated right in the centre of the festival site where you will see Morris dancing and artists performing on the Village Stage. We'll be showcasing contemporary and traditional crafts in: ceramics, silver, glass, jewellery, textiles, wood, metal etc. etc. We always aim to have a variety of quality crafts and preference is given to genuine craft workers. Attendance is 7000.

Applications

- Applications must be submitted by **APRIL 30**.
- If you have not traded with us before, **images of your stall and items for sale**, must accompany your application. Applications without images or links to images will not go forward for the selection process.
- We will let you know (via email) during the first week in MAY if your application has been successful.

Payments

- Successful applicants will be invoiced in MAY.
- Payment terms are fourteen days from the invoice date; early payment would be greatly appreciated...thank you.
- **Payment is by BACS**. It is **not** possible to pay by cheque.
- Please note the fee is non-refundable.
- Please send an email confirming payment to sandra@shrewsburyfolkfestival.co.uk
- We will send a receipt to successful applicants when payment is received in full.

Pitch details etc.

- All pitches are outside (not under cover) on the West Mid Showground, Berwick Road, Shrewsbury, SY1 2PF.
- You will need to be self-sufficient and provide all of your own weather protection, lighting, tables and chairs etc.
- Electricity is not provided.
- Super quiet generators are permitted. If you bring one, please keep use to a minimum. Extension leads and all electrical equipment must be PAT tested.
- Ensure the pitch size you request is exact – extra space **cannot** be provided on the day.
- Depth of pitch to accommodate stall, vehicle and camping unit (tents, caravans and motorhomes etc.) is approximately 14 metres.
- One metre clear must be maintained between pitches.
- Water points, showers and toilets are close by.

Trading times

- These will be at the stall holders' discretion but are recommended to be at least 10:00-20:00 Friday, Saturday and Sunday and 10:00-18:00 on Monday.

Tickets

- 2 weekend tickets with camping will be supplied free of charge. Extra tickets can be purchased online at the standard rate. **2 Craft Fair passes can be supplied ON REQUEST - these passes do not admit to venues.**
- Site access passes: see below.

Arrival, site access and departure

- Arrival: Thursday August 24 from 13:00-20:00. We are unable to permit early or late access to the site.
- Arrival will only be permitted with **site access passes**. These passes will be sent to successful applicants along with a receipt for payment. You will need to give them to your staff before they arrive at the festival.
- Departure: The site must be cleared by 12:00 Tuesday August 29 when the site officially closes.

Insurance documents

- We will need to see a copy of your insurance (£5m Public Liability) with your application. You must bring the original document to the festival where a member of our team will check it before you begin trading.

First Aid

- If you need minor medical ailments dealt with at the festival, we have an experienced first aid response team on hand to help. You can access first aid in the building situated right next to gate 2. Alternatively, they can be contacted by any steward with a radio. In an emergency never hesitate to dial 999 from a mobile phone telling the operator that you are on the West Mid Showground, Berwick Road, Shrewsbury, SY1 2PF.

Green issues

- ALL rubbish must be placed in the recycling bins. Traders are responsible for keeping their pitch tidy and free of rubbish at all times.
- If you need help just give our recycling team a shout.



SHREWSBURY FOLK FESTIVAL

25-26-27-28 AUGUST 2017

CRAFT FAIR APPLICATION



Complete in BLACK INK and BLOCK CAPITALS – **please return this form by APRIL 30 EVEN IF WE KNOW YOU VERY WELL!** VAT number 947814975

Name:	Business name:
Address:	Tel:
	Mob:
	Email:
Post Code:	Website:

Have you traded with us before YES or NO

Description of **stall** and **items for sale**. If you have not traded with us before **images or links to images** must also accompany your application.....

2 weekend tickets with camping will be supplied free of charge. THESE TICKETS ADMIT TO ALL VENUES – SPACE PERMITTING. Extra tickets can be purchased online at the standard rate. 2 additional Craft Fair passes can be supplied - these passes do not admit to venues. Do you require 2 Craft Fair passes along with your 2 weekend tickets YES or NO

Pitches cost £55 per metre for traders OR £40 per metre for craft workers or charities (plus VAT at 20%). Charities must supply their registration number here..... A craft worker is someone who makes **ALL** of their own products. **Tick below to indicate the pitch size you require.**

Frontage	Trader			✓	Charity or Craft Worker			✓
3 metres	165.00	VAT 33.00	198.00		120.00	VAT 24.00	144.00	
4 metres	220.00	VAT 44.00	264.00		160.00	VAT 32.00	192.00	
5 metres	275.00	VAT 55.00	330.00		200.00	VAT 40.00	240.00	
6 metres	330.00	VAT 66.00	396.00		240.00	VAT 48.00	288.00	
7 metres	385.00	VAT 77.00	462.00		280.00	VAT 56.00	336.00	
8 metres	440.00	VAT 88.00	528.00		320.00	VAT 64.00	384.00	

Successful applicants will be invoiced in MAY.

Payment terms are fourteen days of invoice date please.

Payment is by BACS.

It is not possible to pay by cheque.

Make sure you use your **company name** as the **BACS reference** otherwise we may not be able to locate your payment.

Please email payment details to:
sandra@shrewsburyfolkfestival.co.uk

Copy of public liability insurance certificate attached covering the festival period (minimum of £5,000,000) If your insurance runs out before the festival you must send us a new copy, covering the festival period. We recommend the National Market Traders Federation. Tel: 01226 749021 or email: enquiries@nmtf.co.uk

Membership Number.....(covers insurance) Expiry Date.....

I will bring my original insurance document to the festival <input type="checkbox"/>	I wish to use a generator and agree to supply a super quiet one <input type="checkbox"/>
I have read and accept the Terms & Conditions <input type="checkbox"/>	I will arrive between 13.00-20.00 Thursday 24 August <input type="checkbox"/>

I understand this is an application to trade and confirmation will be advised in May 2017

Print name.....signature.....date.....

Return this form by APRIL 30 to: Shrewsbury Folk Festival, PO Box 106, Worthen, Shrewsbury, SY5 9XG or email it to sandra@shrewsburyfolkfestival.co.uk

If you need more information, please don't hesitate to contact our **Craft Fair Director - Jenny Johnson**
jennycrafts@shrewsburyfolkfestival.co.uk 01952 462 002