

CRAFT FAIR INFORMATION and TERMS and CONDITIONS 2018

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 and metal etc. We always aim to have a variety of quality crafts and preference is given to genuine craft workers. Attendance is 7000.

<p><u>Applications</u></p> <ul style="list-style-type: none"> • 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. 	<p><u>Arrival, site access and departure</u></p> <ul style="list-style-type: none"> • Arrival: Thursday August 23 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 (children don't need them). 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 28 when the site officially closes.
<p><u>Payments</u></p> <ul style="list-style-type: none"> • Successful applicants will be invoiced in MAY. • Payment terms are fourteen days from the invoice date. Payment is by BACS only. Please make sure you use your BUSINESS NAME as the BACS reference otherwise we will not be able to locate your payment. • It is not possible to pay by cheque. • Please note the fee is non-refundable. • Please send an email confirming payment to joy@shrewsburyfolkfestival.co.uk • We will send a receipt when payment is received in full. 	<p><u>Pitch details etc.</u></p> <ul style="list-style-type: none"> • 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. • Electrical supply is not available. • Extension leads and all electrical equipment must be PAT tested. • Super quiet generators are permitted. If you bring one, please keep use to a minimum. • 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.
<p><u>Green issues</u></p> <ul style="list-style-type: none"> • 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. 	<p><u>Tickets</u></p> <ul style="list-style-type: none"> • 2 weekend tickets with camping will be supplied free of charge. 2 Craft Fair passes can be supplied ON REQUEST - these passes do not admit to venues. Additional tickets can be purchased online at the standard rate.
<p><u>Insurance documents</u></p> <ul style="list-style-type: none"> • 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. 	<p><u>Trading times</u></p> <ul style="list-style-type: none"> • 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.
<p><u>Risk Assessment</u></p> <ul style="list-style-type: none"> • As you are aware, health and safety is a hot topic and we have been advised to take extra steps to ensure we comply with legislation. A risk assessment must accompany your application. 	<p><u>First Aid</u></p> <ul style="list-style-type: none"> • 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.

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



SHREWSBURY FOLK FESTIVAL

24-25-26-27 2018

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: Please print <u>very clearly</u> – all coms will be via <u>email</u>
Post Code:	Website:

Have you traded at Shrewsbury Folk Festival 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 accompany your application.

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

Pitches cost £60.00 per metre for traders OR £45.00 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	180.00	VAT 36.00	216.00		135.00	VAT 27.00	162.00	
4 metres	240.00	VAT 48.00	288.00		180.00	VAT 36.00	216.00	
5 metres	300.00	VAT 60.00	360.00		225.00	VAT 45.00	270.00	
6 metres	360.00	VAT 72.00	432.00		270.00	VAT 54.00	324.00	
7 metres	420.00	VAT 84.00	504.00		315.00	VAT 63.00	378.00	
8 metres	480.00	VAT 96.00	576.00		360.00	VAT 72.00	432.00	

Successful applicants will be invoiced (via email) in MAY.

Payment terms are fourteen days of invoice date please.

Payment is by BACS only.

It is not possible to pay by cheque.

Make sure you use your **BUSINESS NAME** as the BACS reference otherwise we will not be able to locate your payment.

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

Copy of **insurance document** enclosed If your insurance runs out before the festival, you must send use a new copy covering the festival period. Policy Number: _____ Expiry Date: _____ Insurance Company: _____

A copy of the NFMT membership card also accepted (covers insurance). Tel: 01226 749021 or email: enquiries@ntmf.co.uk

Membership Number: _____ Expiry Date: _____

An original certificate, covering the festival period, must be produced at the festival (you will not be permitted to trade without it).

I will bring my insurance document to the festival

I wish to use a generator and agree to supply a super quiet one

Risk assessment enclosed

I will arrive between 13.00-20.00 Thursday 23 August

I have read and accept the Terms & Conditions

i understand this is an application to trade and successful applicants will be notified in May

Print name _____

signature _____

date _____

If you need more information, please don't hesitate to contact our Craft Fair Director - Jenny Johnson

jennycrafts@shrewsburyfolkfestival.co.uk 01952 462 002

Return this form via email by APRIL 30 to: joy@shrewsburyfolkfestival.co.uk or post it to: Shrewsbury Folk Festival, PO Box 106, Worthen, Shrewsbury, SY5 9XG (all application forms and supporting documents will be passed to Jenny Johnson but for admin purposes we need them first).