

CRAFT FAIR INFORMATION and TERMS and CONDITIONS 2019

Our craft area is situated right in the center 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 MARCH 31. • 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. • Jenny Johnson will let you know (via email), in APRIL, if your application has been successful. 	<p><u>Arrival, site access and departure</u></p> <ul style="list-style-type: none"> • Arrival: Thursday August 22 from 13:00-20:00. We are unable to permit early or late access to the site. • Departure: The site must be cleared by 12:00 Tuesday August 27 when the site officially closes. • Site access: You will need to supply names (max 4) for everyone working on your stall. We'll ask you to supply these names when we send you a receipt in June.
<p><u>Payments</u></p> <ul style="list-style-type: none"> • Successful applications will receive an invoice from Joy Lamont/accounts department. • 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 payment is non-refundable. • Please send an email confirming payment to joy@shrewsburyfolkfestival.co.uk • We will send you 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 for gazebos etc. 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>Tickets</u></p> <ul style="list-style-type: none"> • 2 weekend tickets with camping will be supplied free of charge. You also have the option to request 2 craft fair passes - craft fair passes do not admit to venues. Jenny Johnson (craft fair director) issues these tickets – DO NOT go to the ticket office. • Additional tickets can be purchased online at the standard rate (only purchased tickets can be exchanged for wristbands at the ticket office). 	<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>Insurance documents</u></p> <ul style="list-style-type: none"> • A copy of your insurance (£5m Public Liability) must accompany your application. If your policy expires before the festival, you'll need to send a new document covering the festival period otherwise you'll not be able to trade. 	<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>Risk Assessment</u></p> <ul style="list-style-type: none"> • As you are aware, health and safety is a hot topic and we need to ensure we comply with legislation. A risk assessment must accompany your application. If you don't have a risk assessments search online where you'll find numerous templates available. 	<p><u>First Aid</u></p> <ul style="list-style-type: none"> • If you need medical ailments dealt with at the festival, we have an experienced first aid response team (including paramedics) 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.
<p>If you need more information, please don't hesitate to contact our Craft Fair Director - Jenny Johnson jennycrafts@shrewsburyfolkfestival.co.uk 01952 462 002.</p> <p>If you need information about invoices and payments, please contact Joy Lamont joy@shrewsburyfolkfestival.co.uk</p>	



SHREWSBURY FOLK FESTIVAL

23-24-25-26 2019

CRAFT FAIR APPLICATION



Complete in BLACK INK and BLOCK CAPITALS – **please return this form by MARCH 31 EVEN IF WE KNOW YOU VERY WELL!** VAT number 947814975

Name:	Business Name:
Address:	Tel:
	Mob:
	Email: Please print very clearly – all coms will be via <u>email</u>
Post Code:	Website:

Have you traded at SFF before **YES** or **NO**

Description of **stall and items for sale**.....

If you haven't traded at SFF 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**. These tickets will only be issued by Jenny Johnson – **DO NOT** go to the ticket office for them.

Additional tickets can be purchased online at the standard rate. Exchange **purchased tickets** for wristbands at the ticket office.

Pitches cost £65.00 per metre for traders OR £50.00 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** their own products.

Tick below to indicate the pitch size you require.

Frontage	Trader			✓	Charity or Craft Worker			✓
3 metres	195.00	VAT 39.00	234.00	<input type="checkbox"/>	150.00	VAT 30.00	180.00	<input type="checkbox"/>
4 metres	260.00	VAT 52.00	312.00	<input type="checkbox"/>	200.00	VAT 40.00	240.00	<input type="checkbox"/>
5 metres	325.00	VAT 65.00	390.00	<input type="checkbox"/>	250.00	VAT 50.00	300.00	<input type="checkbox"/>
6 metres	390.00	VAT 78.00	468.00	<input type="checkbox"/>	300.00	VAT 60.00	360.00	<input type="checkbox"/>

Successful applicants will be invoiced in APRIL.

Payment terms are fourteen days from invoice date.

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

Insurance Company: _____ Policy Number: _____ Expiry Date: _____

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

Membership Number: _____ Expiry Date: _____

Risk assessment enclosed

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

I will arrive between 13.00-20.00 Thursday 22 August

I have read and accept the Terms & Conditions

I understand this is an application to trade and successful applicants will be notified in April

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 along with supporting documents by MARCH 31 to: joy@shrewsburyfolkfestival.co.uk or post to:
Shrewsbury Folk Festival, PO Box 106, Worthen, Shrewsbury, SY5 9XG.

Application forms and supporting documents will be passed to Jenny Johnson but for admin purposes we must have them first please.