

CRAFT FAIR INFORMATION and TERMS and CONDITIONS 2020

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 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 FEBRUARY 29. 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. Maxine Taylor will let you know (via email), in MARCH, if your application has been successful. 	<p><u>Arrival and departure</u></p> <ul style="list-style-type: none"> Arrival: Thursday August 27 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 September 1 when the site officially closes.
<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 a receipt when payment is received in full. 	<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>Tickets</u></p> <ul style="list-style-type: none"> You may request a maximum of 4 craft fair passes. These passes do not admit to venues. Maxine Taylor (craft fair manager) issues these passes at the festival – DO NOT go to the ticket office. Weekend tickets (maximum 4) are discounted by 75% (£35 each). We'll invoice you for these at the same time as your pitch invoice. The discount only applies to you and staff working on your stall. You can exchange physical tickets for wristbands at the ticket office. Additional tickets (with or without camping) can be purchased online at the standard rate. You can exchange physical tickets for wristbands at the ticket office. 	<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. 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 13 metres. One metre clear must be maintained between pitches. Water points, showers and toilets are close by. Please tell us if you have any special requirements regarding pitch placement? i.e. out of the sun, away from or near to the children's area etc. <p>Please note we will do our best to accommodate your requirements, but no guarantees can be made.</p>
<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 assessment search online where you'll find numerous simple templates available. 	<p><u>Dogs</u></p> <ul style="list-style-type: none"> Any dogs in your care must always be kept under control and on a lead. Please clean up after your dog and don't let them 'go' near our drinking water taps.
<p><u>Vehicles</u></p> <ul style="list-style-type: none"> If your application is successful a vehicle pass will be sent to you with your payment receipt in early August – please pass it on to staff and display in all vehicle windscreens. Movement of vehicles must be kept to an absolute minimum. Speed is a maximum of 5 mph and hazard warning lights must be used at all times. If you wish to use your vehicle on a regular basis you must park it in the car park field. 	<p><u>First Aid</u></p> <ul style="list-style-type: none"> If you need medical ailments dealt with at the festival, our first aid response team (including paramedics) can be located near 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 Manager – Maxine Taylor crafts@shrewsburyfolkfestival.co.uk 07713 581 034</p> <p>If you need information about invoices and payments, please contact Joy Lamont joy@shrewsburyfolkfestival.co.uk</p>	



SHREWSBURY FOLK FESTIVAL

28-29-30-31 2020



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.

Please tell us how many adults will be working on your stall who require craft fair passes.

Total number of adults (maximum 4) including yourself..... **Total number of 0-17 years**..... (children will be given weekend wristbands)

Please remember that craft fair passes do not admit to venues. Weekend tickets (maximum 4) are discounted by 75% (£35 each). We'll invoice you at the same time as your pitch invoice. Discounted tickets are only for you and staff working on your stall.

How many tickets would you like to purchase? You can exchange physical tickets for wristbands at the ticket office.

Additional tickets can be purchased online at the standard rate.

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** of 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		150.00	VAT 30.00	180.00	
4 metres	260.00	VAT 52.00	312.00		200.00	VAT 40.00	240.00	
5 metres	325.00	VAT 65.00	390.00		250.00	VAT 50.00	300.00	
6 metres	390.00	VAT 78.00	468.00		300.00	VAT 60.00	360.00	

Successful applicants will be invoiced in MARCH.
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 acceptable (covers insurance). Tel: 01226 749021 or email: enquiries@nmf.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 27 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 Manager – Maxine Taylor**
crafts@shrewsburyfolkfestival.co.uk 07713 581 034

Return this form along with supporting documents by FEBRUARY 29 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 Maxine Taylor but for admin purposes we must have them first please.