

CRAFT FAIR INFORMATION and TERMS and CONDITIONS 2021

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.

<p>Applications</p> <ul style="list-style-type: none"> • Applications must be submitted by FEBRUARY 28. • 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), during the first week in MARCH, if your application has been successful. 	<p>Arrival and departure</p> <ul style="list-style-type: none"> • Arrival: Thursday August 26 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 31 when the site officially closes.
<p>Payments</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>Trading times</p> <ul style="list-style-type: none"> • These will be at the stall holders' discretion but are recommended to be from 10:00-20:00 Friday, Saturday and Sunday and 10:00-18:00 on Monday. <p>Tickets</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>Cancellation</p> <p>If you are unable to attend the festival for any of the reasons indicated below you can roll-over your payment to 2022 or alternatively you can apply for a refund.</p> <ul style="list-style-type: none"> • Government imposed cancellation: If the festival is forced to cancel due to Government imposed restrictions (ie lockdown or if Shrewsbury is put in a tier that doesn't allow mass gatherings). • I (or someone I live with) test positive for Covid-19 just before the festival: If you (or someone you live with) test positive for Covid-19 up to 10 days before the festival, please send us a screenshot of the positive test result. Everyone in your household will also be self-isolating during this time so they will not be allowed on site either. • I have Covid-19 symptoms immediately before the festival: If you have symptoms of Covid-19 (a new continuous cough, a temperature, or loss or change of smell or taste) please do not come to the festival. Please send proof that you have sought a test by sending a copy or screenshot of your test result. • I've got to self-isolate: If someone in your household has a positive test result, or if you are told to self-isolate, please do not come to the festival. Please send proof of your isolation request or household members test result. • I'm in lockdown: If your area is in a local lockdown or in tier 3 or 4, you will not be allowed on site. Please send proof of your address. • Should the trader cancel their attendance at the festival for reasons other than Covid-19, fees paid are non-refundable. • Should the management cancel the festival, fees paid will be refundable. • No refunds, full or partial, will be available should trading not meet with your expectation. 	<p>Pitch details etc.</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. • Super quiet generators are permitted. Please keep use to a minimum. • Extension leads, and all electrical equipment must be PAT tested. • Electrical supply is not available. • 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. • Distance between pitches will be dictated by government guidelines. • 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 very best to accommodate your requirements, but no guarantees can be made.</p>
<p>Insurance documents</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 will not be able to trade. 	<p>Dogs</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>Risk Assessment</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. A search online will enable you to find numerous templates. Your RA should include Covid-19 government guidelines on hands, face, space. You should provide hand sanitizer, erect screens, encourage people to wear masks, keep their distance and use cashless payments if possible. 	<p>Green issues</p> <ul style="list-style-type: none"> • ALL rubbish must be placed in the recycling bins. Traders are responsible for keeping their pitch clean and tidy and free of rubbish at all times. If you need help just give our recycling team a shout.
<p>Vehicles</p> <ul style="list-style-type: none"> • If your application is successful a vehicle pass will be sent to you along 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>First Aid</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. If you need information about invoices and payments, please contact Joy Lamont joy@shrewsburyfolkfestival.co.uk</p>	



SHREWSBURY FOLK FESTIVAL

27-28-29-30 2021

CRAFT FAIR APPLICATION



Complete in BLACK INK and BLOCK CAPITALS and return by FEBRUARY 28 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 email
Post Code:	Website:

Have you traded at SFF before YES 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 pitch size required.

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 MARCH. Payment terms are fourteen days from invoice date. Payment is by BACS only. Cheques are not accepted. 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 (includes 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 provide a contactless payment option YES NO

I will provide hand sanitizer

I will arrive between 13.00-20.00 Thursday 26 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 28 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.