**HAT FAIR 2020 – FRIDAY 3 - SUNDAY 5 JULY – STALLHOLDERS’ APPLICATION FORM**

**Please return completed applications by email only to: hatfairmarkets@playtothecrowd.co.uk**

**APPLICATION DEADLINES:**

To ensure an entry in the Hat Fair brochure: Friday 27 March 2020

Otherwise final deadline for potential inclusion in the festival: Friday 29 May 2020

**STEP ONE: Your Details**

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| **NAME OF ORGANISATION** |  |
| **CONTACT NAME** |  |
| **ADDRESS** |  |
| **E-MAIL ADDRESS** |  |
| **CONTACT NUMBER** |  |
| **MOBILE NUMBER** |  |
| **DESCRIPTION OF PRODUCTS**  Please be as comprehensive as possible. This information is used both for promotional purposes and to help with positioning the stalls so similar products are not located too closely together. |  |
| **DESCRIPTION OF YOUR STALL**  eg gazebo, purpose built food preparation, etc. Please note that stalls will NOT be supplied. |  |
| **STALL DIMENSIONS** NOTE: Prices below are for a 3x3 pitch, any questions regarding this should be sent via email to: [hatfairmarkets@playtothecrowd.co.uk](mailto:hatfairmarkets@playtothecrowd.co.uk) |  |
| **WHERE DID YOU HEAR ABOUT THIS EVENT?** |  |

Please attach photographs of your stall and your products, or a link to online images. It’s really important we can see what sort of stall you have and what your products are like to help us decide.

If you are happy for these photographs to be used for promotional purposes, please tick here

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**STEP TWO: Stall Venue and Prices**

Please do NOT send any payment with your application. If your application is successful, you will be issued with an invoice with options on how to pay.

Please select the stall you would like from the table below. All prices include VAT and relevant street trading fees.

You can find out about the hours of operation and the venues in the stalls information sheet included in this pack. Please note that these are the venues as currently planned, however they are subject to confirmation.

**Stall structures will not be provided– you must provide your own equipment (e.g. gazebo, table etc.).**

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| --- | --- | --- | --- | --- |
| **Venue** | **Dates** | **Stall type** | **Cost**  **(per day)** | **Please tick if required** |
| **The Square**  NB: No power, no generators | **Saturday only** | **Art and Craft** | **£140.00** |  |
| **The Broadway** | **Friday /Saturday** \*You must attend both days | **Food & Drink** | **£600.00** |  |
| **Abbey Gardens**  NB: small, mobile stalls only | **Friday/Saturday** \*You must attend both days | **Snacks / Juices** | **£300.00** |  |
| **Coffee** | **£300.00** |  |
| **Arts & Craft** | **£100.00** |  |
| **North Walls Recreation Ground**  **Please also fill in Step Three below** | **Sunday only** | **Bar**  Please Note: there will be a maximum of 3 bars | **Applicants Offered to Tender.** |  |
| **Ice Cream** | **£400.00** |  |
| **Food and Drink** | **£250.00** |  |
| **Charity** | **£80.00** |  |
| **Art and Craft** | **£150.00** |  |

**Environmental bonds**

For Food & Drink traders (including coffee, ice cream, bars, snacks and smoothies stalls), an environmental bond will be charged in addition to the pitch fee. If the site is cleared to the approved standard, it will be returned to you within 20 working days after the end of the event. The environmental bond price for 2020 is £150 per stall.

**STEP THREE: Additional Requirements**

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| Do you require power? | **Yes** | **No** |
| Can you provide your own **diesel** generator?  ***North Walls Recreation Ground Only*** | **Yes** | **No** |
| If you need us to provide power, how much do you need? | 16 Amp - £40 | 32 Amp - £70 |
| Please list the appliances that you will be powering | | |

**PETROL GENERATORS ARE NOT PERMITTED. GENERATORS MUST BE DIESEL ONLY.**

**STEP FOUR: Required Documents**

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| Who needs to send this? | ITEM | Checklist |
| All stallholders | Completed Application Form and Signed Terms & Conditions |  |
| Evidence of Public Liability Insurance  Food & drink stalls: minimum of £5 million  All other traders: minimum of £2 million |  |
| Risk Assessment |  |
| Photographs of your stall and, if possible, your products. |  |
| Food and Drink stallholders only | Food Hygiene Certificates |  |
| HACCP Documents |  |
| Local Authority Registration Document and Proof of Rating |  |
| If you use power / gas | PAT certificates – required for all electrical appliances used at the event |  |
| Gas Safety Certificates – required for all gas appliances and equipment used at the event. |  |
| If you employ 5 or more people | Health & Safety Policy |  |

Please ensure copies of the documents relevant to you are included with your application. PLEASE DO NOT SEND ORIGINALS AS WE ARE UNABLE TO RETURN THESE TO YOU.

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I have read and understand the *Hat Fair 2020 – Stallholders Terms and Conditions*. I agree to operate within these and understand that failure to do so may result in the closure of my stall and forfeit of my pitch fee.

Signed: Date: