

CHALFONT ST GILES SHOW – APPLICATION FOR A STALL
DATE: SATURDAY 2nd SEPTEMBER 2017
Venue: Stone and Silsden Meadows, Chalfont St Giles HP8 4QF

Section A – Your Contact Information

We will use the following information to contact you prior to the Show

Your name	
Your email address	
Your address	
Your phone number(s)	Post Code:

Section B – Your Stall

Name of business, organisation or individual	
Description of stall (maximum 10 words) – plus 2 only of website address, email address, business phone number or mobile phone number. This will be included in the Show Programme, which is handed out free to visitors to the show but it can only definitely be included if we receive the application prior to 08/08/17	
About Your Stall (NOT in programme) - please list all types of items you are intending to sell from your stall. You will not be allowed to sell items not included here.	

Section C – Your Pitch

Please tick one option:		
<input type="checkbox"/> Standard Outdoor Pitch 4mx4m - £45.00	<input type="checkbox"/> Standard Indoor Pitch 3mx2m - £55.00	<input type="checkbox"/> Special Pitch (size/price by negotiation)
Do you need more than one person to man your stall? The first person only is free; extra wristbands for additional people may be bought at the time of booking at the special trader's price of £5.00 each		£
Number of <u>additional</u> wristbands @ £5.00 each is <input type="text"/>		£

Section D – Your Payment

Tick one of the following boxes		Total Cost is	£
<input type="checkbox"/>	I enclose a cheque made payable to "Chalfont St Giles Show"		
<input type="checkbox"/>	I have paid electronically on <input type="text" value="__/__/2017"/>		
(If you wish to pay electronically, please contact me at traders@csgshow.org before sending through your application)			

Section E – Your Public Liability Insurance

<p>You must have Public Liability Insurance to attend the Chalfont St Giles Show as a trader: please supply us with a copy of this insurance, which covers the date of the show. If your Public Liability Insurance expires before the Show, please send a copy of your current insurance now and a copy of your updated insurance once it has been renewed. N.B. WE REGRET THAT YOUR APPLICATION FOR A PITCH WILL BE REFUSED UNLESS A COPY OF YOUR <u>PUBLIC</u> LIABILITY INSURANCE HAS BEEN RECEIVED.</p>	<p><i>For Office Use Only</i></p>
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Section F – Other Requirements

Food and Drink – Please tick one option

We will **NOT** sell food or drink at the show

Our produce can be consumed at the show & we have written confirmation from the committee that this is acceptable

For outdoor stalls only – from how many sides do you want your stall to be open – one, two or no preference?

Please tick one box:

One side

Two sides

No preference

Any other requirements regarding your stall? e.g. disabled access; position on meadows; your vehicle to form part of your stall etc. Please discuss these with us before booking and we will do our best to meet your requirements but **CANNOT GIVE ANY GUARANTEE** that all or any of these other requirements will be met.

Section G – Booking Conditions and Your Application

1. Your attendance at the show is entirely at the committee's discretion. We reserve the right to decline an application for a stall which is not in keeping with the character of the show.
2. You do not have the exclusive right to sell any product at the show (unless the committee have agreed this in writing in advance). The committee give no guarantee whatever that it will not book a stall which you regard as a competitor. In addition there may be only a restricted number of spaces for certain types of stall.
3. You must produce evidence that you have a Public Liability Insurance policy which covers the date of the show. If you do not send in a copy of the policy, then we regret that we will not be able to allow you to be a stallholder at the show.
4. If you cancel your booking before 8th August 2017, we will refund your booking fee less a £10.00 administration charge. After 8th August, any refund will be at the discretion of the committee. No refund will be made if the cancellation is due to adverse weather conditions.
5. You must not sell food or drink which can be consumed at the show, unless you have written permission from the committee to do so.
6. You undertake to keep your stall going until 6.00pm, agreeing not to pack up early as that makes it look as if the show is over, which is not fair to other stallholders.
7. We would ask all organisations to ensure that the persons manning their stall on Show Day have a copy of this booking form so that they know exactly what has been booked for them.
8. On arrival on Show Day, should there be any problem regarding your allocated pitch site, you will be required to wait until 11am, at which time we will see if the problem can be resolved.
9. To comply with Health & Safety, you must not move your vehicle on the showground after 11am or before a public announcement is made to say that the Show is over, which we anticipate will be at about 6pm.
10. The committee cannot be held responsible for any loss or injury caused as a result of your attendance at the show.
11. The committee cannot guarantee the weather on Show Day.

I apply for a stall in accordance with the conditions set out above.

SIGNATURE

DATE

Section H – Next Steps

If you have any queries about this form, please email them to traders@csgshow.org or post them to the address below.

When you have completed this form, please email to traders@csgshow.org or post it to:

CSG Show
Mead Croft
London Road
CHALFONT ST GILES
Buckinghamshire
HP8 4NJ

Please remember to include a copy of your **PUBLIC LIABILITY INSURANCE** and **PAYMENT WHERE APPROPRIATE**.
WHAT HAPPENS NEXT?

I will acknowledge receipt of your application as soon as possible and inform you if you have been allocated a pitch. On or before 31st August, I will send you "joining instructions" with details about the arrangements for the day. Our normal method of communication will be by email. Please bear in mind however that the committee members are all volunteers and so communications may sometimes take a little time!

WE LOOK FORWARD TO WELCOMING YOU TO THE SHOW ON 2ND SEPTEMBER.