**BLACKHEATH CHRISTMAS FAIR**

**SUNDAY 29th November 2020, 10.30am to 4.45pm**

**Blackheath Halls, Lee Road, Blackheath London SE3 9RQ**

**Deadline: 24th April 2020**

**STALLHOLDER APPLICATION FORM**

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| **YOUR DETAILS** |
| **Contact name** |  |
| **Trading name**  |  |
| **Address incl. postcode** |  |
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| **Mobile** (on the day) |  |
| **Email address**  |  |
| **Website** |  |
| **Facebook** |  |
| **Instagram** |  |
| **Twitter** |  |
| **[ ]  Please include Public Liability Insurance with application** with £5 million indemnity. You must send in a copy with this application. If you don’t hold a certificate with £5 million indemnity see Marketline or Market Traders CMTIA.  |
| **YOUR STOCK** |
| **What product/ranges do you intend to sell at the Fair?** |
| **Who is it made by?** |
| **Who does your stock appeal to?**  |
| **Price range from £ to £ .** | **What percentage is under £20 = %** |
| **Do you use…:** **[ ]  A card reader?** **[ ]  Low voltage lights?** |
| **Which Blackheath Christmas Fairs have you previously sold at?****Which other large Fairs have you sold at? When and what were your average takings?** |
| **[ ]  Please include a Food Hygiene licence (if applicable). For those applying to sell food products (e.g. jams, sauces, cakes and chocolates) you will need to submit a copy of your Food Hygiene licence with your application.** Whilst tasters and samples are encouraged, all food products must be sold packaged or in gift packs – not loose – as the venue prohibits the sale of food consumed on the premises, including outside on the forecourt.  |
| **PHOTOS** |
| **It’s essential you attach or email 3x jpgs of single stock images (300x300px, 300dpi, <50k), and one of your table display. One of these images will be used on our Christmas Fair webpage. Please clearly number and label each image with your trading name** (not ‘Christmas Fair’ images). Without them we cannot consider your application. |
| **IMPORTANT PLEASE READ** |
| Please note that the information that you give at the time of this application will be used for all publicity purposes. Following your application, we cannot guarantee that it will be possible to change your business names, website addresses, photos, social media links or descriptions after you have made your application.  |

The Hall is marked out in a grid pattern with wide aisles. You apply for an EMPTY space. You can bring your own set up to fill the space or hire a table. **Your set up MUST fit inside your space.** Please note: pop-up banners and helium-filled balloons are not allowed.

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| **PITCH REQUIREMENTS** | Enter **‘X’** to select | Enter cost **£** |
| **I WANT ONE (1) EMPTY SPACE @ £80**2m frontage by 1.5m depth |  |  |
| **I WANT TO HIRE ONE (1) TABLE @ £20**Trestle tables are 1.85m long x 0.90 wide |  |  |
| **I WILL BRING** **MY OWN** **TABLE** |  | Free |
| I WILL BRING A GRIDWALL OR SIMILAR UPRIGHT STRUCTURE. **WHAT SIZE IS IT?** | Enter size | Free |
| **I WANT TO RESERVE CHAIR(S)** | Enter number of chairs required | Free |
| **I NEED ELECTRICITY FOR LIGHTS**  | YES/NO | Free |
| The venue is well lit. If you want to bring your own low voltage lighting/equipment please note - it must be PAT certified and will be tested day-of by a Blackheath Halls technician, even if new. |
| **BOOK/CLOTHING TRADERS ONLY** |  |  |
| **I WANT A ONE AND A HALF (1.5) SIZED PITCH @ £120** 3m frontage by 1.5m depth |  |  |
| **I WILL BRING A CLOTHES RAIL** | Enter size | Free |
| **I WANT TO HIRE ONE (1) TABLE @ £20**Trestle tables are 1.85m long x 0.90 wide |  |  |
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| **TERMS AND CONDITIONS OF BOOKING** |
| If, after paying, you have to cancel before 1st August 100% fee is returned; cancel in September and 50% fee is returned; cancel after 30 September no fee is returned. We operate a Waiting List but only substitute like for like, so an artist cancelling would only be replaced by another artist, a cake maker by another cake supplier. |
| **All applicants will be sent an email by the end of May with a decision. Successful applicants will also receive an invoice** which must be paid immediatelyby bank transfer or by cheque with proof of Public Liability Insurance or the place is lost. IF YOU KNOW YOU WILL BE AWAY ON HOLIDAY WHEN THE INVOICE IS DUE PLEASE LET US KNOW. Please note, we are always oversubscribed. |
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| **PLEASE ACCEPT AND SIGN BELOW:** |
| I will bring a small prize for the tombola (value <£5) and will donate 5% of takings <£850 and 10% >£850 on the day of the Fair. I will use social media/distribute flyers to promote the Fair. |
| **SIGNATURE:** | **DATE:** |
| PLEASE RETURN COMPLETED & SIGNED APPLICATION FORM BY APRIL 24, 2020Do not enclose any money with your application |

**The Friends of Age Exchange thanks you for your interest in the Fair**