

presents their 11th annual

BLACKHEATH CHRISTMAS FAIR

**Sunday 17 November 2024, 10.30am to 4.45pm**

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

Deadline: 22 April 2024

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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** |  |
| **[ ]  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).**\*PLEASE SUBMIT SQUARE IMAGES OR WE WILL CROP FOR THE WEBSITE** |
| INFORMATION |
| **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 @ £*25***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 MAINS 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 @ £*25***Trestle tables are 1.85m long x 0.90 wide |  |  |
|  |
| 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. Should the event be cancelled by the Friends or the venue due to Government restrictions relating to a new, unexpected development in the Coronavirus pandemic then 100% of your fee will be refunded.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. |
| **Successful applicants will receive an invoice** whichmust be paid immediatelyby bank transfer or by cheque with proof of Public Liability Insurance or your place is lost.  |
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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 AND SIGNED APPLICATION FORM BY APRIL 22, 2024**Do not enclose any money with your application** |

**The Friends of Age Exchange thank you for your support and interest in the Fair**