

East Meon Village Hall

Dear contributor to East Meon Country Fair,

Thank you for supporting the Country Fair, we look forward to seeing you on the 6th May.

This email contains:

- Timing details of the event and arrangements for parking of vehicles
- Information and documentation we need from you
- Ways to pay for your attendance

Event details

The country fair opens to the public officially at 1pm on the 6th May (Bank Holiday Monday) and finishes at 5pm. We ask all stall holders to be set up by 12:30 so we can remove all vehicles from the site at 12:30. Vehicles can come onto the site for set up purposes from 9am. Stallholders should unload as quickly as possible to avoid congestion. We suggest you arrive no later than 11.30am to set up. During the event we do not want any vehicles on the site (The Village Green, Workhouse Lane, East Meon). We will provide parking for stand holders on the football field adjacent to The Green. Stallholders should not leave before 5.15pm unless they have agreement of the organiser. Vehicles will not be allowed back on site at the end of the fair until all public are off site, earliest will be 5.15pm. Access to the Green for stall holders will be signposted, marshals will be in place and you are expected to follow their instructions.

A full list of stall holders and allocated sites will be sent out 1 week in advance of the event.

We allocate a 3m x 3m area for stalls. We make the assumption that stall holders will provide their own gazebos, tables, chairs and presentation stands as required unless these are agreed in advance by the Country Fair team.

Where we have agreed to provide power (we have very limited capacity) for stalls this will be provided by the following plugs.

240 volts, 16 amps, Blue coded
British Standard 4343
CEA rated plugs (European Standard)

Stallholders must have current PAT electrical stickers on all electrical equipment, (copy required).

HANDWASHING FACILITIES ARE IN THE PUBLIC TOILETS ON SITE.

Please have a name sign for your stall.

REFUSE RESPONSIBILITIES At the end of the day, stallholders will be responsible for ensuring that all refuse is bagged up and they take their refuse away. Stallholders are also responsible for leaving the area around their stall clean and tidy.

Information and documentation we need from you

It is a requirement for all stallholders to possess both public and produce liability insurance. (Copy of insurance certificate is required) it is also advisable to have adequate insurance to cover products and equipment. As we accept NO responsibility for any damage occurring while on site. PLEASE ATTACHED A COPY OF YOUR P.L. INSURANCE CERTIFICATE

Stallholders should provide a clearly labelled first aid box with a supply of coloured waterproof dressings. While manning the stalls, a 'No Smoking' policy must be strictly adhered to.

Please provide the registration number of vehicles accessing the site for set up.....

Please confirm that you will bring your own Gazebos, tables chairs and stands Y / N

If you require us to provide any items, please respond below:

Any special requirements (fresh water, hard standing etc) including the reason.

Name of stall/organisation/charity;

Name of Organiser

Mobile number of Organiser

Email address of organiser

Payments

The organiser of the East Meon Country Fair is the Trustees of East Meon Village Hall, registered charity 226855.

We operate 2 means of charging for participation in the hall, a negotiated flat fee and a % of takings. All charges are due on the day in cash or for those stall holders with an agreed flat fee this can be paid in advance to East Meon Country Fair, sort code 60-16-26, account number 80208800 using your stall name as the reference and emailing us that you have so paid.

By submitting this form to countryfair@eastmeonvillagehall.co.uk, you agreed to these terms and conditions.

We hope you have a successful fair with us this year. If you have further queries or wish to discuss these details, please use the contact details below.

Best regards

George Thompson
East Meon Village Hall Committee

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www.eastmeonvillagehall.co.uk