## **Nailsea Community Christmas Fair 2017**

## Stall booking form for Friday, December 1

The event is from 5.30-8.30pm. Set up is from midday – all stalls to be cleared by 9pm. There will be a rubbish/recycling collection point. Parking will be available in town centre and passes for stallholders will be issued nearer the time along with pitch information.

Please complete and return this form by Monday, October 2 to the NCCF 2017 mail box at Crown Glass Management Centre, ground floor The Sion, Crown Glass Place, Nailsea, Bristol BS48 1RD.

We will be producing a programme with editorial, adverts and money-saving coupons if you would



like to be included please tick box and include ar	twork and/or details with this booking form.
If you need further information please email <u>nailseacommunitychristmasfair@gmail.com</u> .	
Please keep a copy of this booking form for your own records.	
Contact name:	
Company/Business/Charity/Community name:	
Contact address:	
Contact telephone number:	
Contact email address:	
Brief outline below of the type of stall (van, trailer, cart, barrow, trestle table or other) and goods to be sold/promoted. Please tick the zone category right your stall comes under:	CHARITY/COMMUNITY ZONE:
	COMMERCIAL ZONE:
	CRAFT ZONE:
	FOOD/DRINK ZONE:
Number of people manning stall on the night and name and mobile telephone number of person in charge	

- 2-	
Stallholders will need to bring their own tables/covers/gazebos/lighting and they will be responsible for setting up dismantling and clearing their area.	
There may be a limited number of canopies (as used on market day) available for an extra cost of £10.	
The standard space is the width of one trestle table 3X3m – if you need a different size please advise.	
The charge is <b>£15</b> for local clubs, organisations and charity stalls and <b>£25</b> for commercial stalls. TENs licences will be an additional charge.	
Please tick box right to indicate if interested in a canopy.	
You will be notified of location of your zone and pitch number by mid-November.	
Please be aware all participants need to provide proof of public liability insurance, food safety and hygiene certificate and TENs with this stall booking form.	
For online banking payment use the NCCF account sort code 30-18-88 account number 01666656 or by cheque made out to Nailsea Community Christmas Fair.	
No responsibility is accepted by the NCCF committee for stands or their contents.	
This event is somewhat weather dependent although many activities will go ahead whatever.	
I/We declare that the information given on this application is true.	
Signed Date	
FOR OFFICE USE:	
DATE STALL BOOKING FORM RECEIVED: PROGRAMME INCLUSION REQUEST	
ZONE ALLOCATION:	
Rates £25 commercial and £15 community/charity with an 'early bird' offer open until end of June of £20 and £10	

Online payment Cheque Insurance certificate Food hygiene TENs licence Canopy required