



Saturday 9th November 2019 - 10.00am – 3.00pm
The Towers School, Faversham Road, Kennington, TN24 9AL

Stalls are allocated on a first come first served basis.

Pilgrims Hospices reserves the right to allocate no more than 2 stalls selling similar products at the fair.

Title First name Surname
Company name
Address
.....Postcode.....
Home phone number..... Mobile number
Email

Type of Stall
(E.g. craft, children's toys, hand made cards, jewellery etc)

Website or Facebook page.....

Each pitch is 2.5 m wide x 1.5m deep. This allows for a 2m table and space between stalls and room for chairs. If you need extra space, for instance to stand a rail or an extra small table, you must request it in advance. A small extra charge will be made. Please contact the fundraising team on 01233 504111 if you wish to discuss this.

Have you been a stall holder at our Christmas Fair previously? Yes ☐ No ☐
Are you able to set up your stall on Friday 9th from 5.30pm – 7pm? Yes ☐ No ☐
Trade stand or local business stands £30 per pitch required ☐ X £30 = £.....
Please consider making an optional donation towards the work of Pilgrims Hospices £.....
Total Payment £.....

As places are allocated, we will ask you for payment to secure the pitch. (See terms and conditions)

By submitting this form, you consent to be contacted by email for the purposes of this event. We would love to keep you informed of other exciting ways to support Pilgrims Hospices and with news about our work. If you are happy to receive this information by email, please tick this box. ☐

You can update your contact preferences at any time by calling our Supporter Relations Team on 01227 782062 or by writing to us. We are registered under the Data Protection Act and will not disclose your details to any other organisation.

Name (please print)

Signed

Date



Pilgrims Hospice Ashford Christmas Craft Fair

Saturday 9th November 2019

Terms and conditions for stall holders

- Each pitch will be 2.5 metres in width x 1.25m. This allows for a 2 m table with space between stalls. Your stall must not encroach beyond this.
- Your pitch will be an open space with no dividers. Please respect other stall holders' space and visitor access.
- No extra tables / stands / floor display units are permitted unless agreed prior to the event and may be subject to an additional cost. For safety reasons items may not be placed in front of stalls.
- You may be requested to provide images of the items you wish to sell.
- The event will take place from 10.00am until 3.00pm. Doors will open for stall holders at 8am. Stalls **must** be set up by 9.30am.
- Stallholders are asked to bring their own table (max. 2 m width) and chairs (max. 2). We are unable to supply either.
- Stalls are to remain fully open until the event closes. We ask that no packing up is done until the event finishes at 3pm.
- Once you have been notified that your application has been successful, full payment will be required within two weeks along with your completed forms. Applications will then be confirmed.
- All company stalls must provide a valid copy of their Public Liability Insurance. Stalls selling edible goods of any kind must also provide valid food hygiene information.
- Allocation of spaces is at the sole discretion of Pilgrims Hospices Christmas Fair Organisers. We are open to requests for specific stall locations but do not offer any guarantees. Trading is not permitted elsewhere on site.
- Parking will be available and is limited to one vehicle per pitch. After you may be asked to park in a specific spot by a marshal promptly. Please help other stallholders by following these instructions.
- All rubbish must be taken away by stall holders after the event.
- Stallholders are only permitted to sell items they have specified in their stall description.
- All portable electrical equipment must have a current PAT certificate. There is only very limited access to electricity due to its position in the hall, so we do not offer this as standard.
- Stalls are non transferable and non refundable. Should you be unable to attend please cancel your stall with us as soon as possible. If the event is cancelled for any reason, payments will be accepted as donations unless requested otherwise.
- This is a Pilgrims Hospices fundraising event and as such unfortunately we cannot permit any other charity stalls, raising funds or awareness for any cause other than Pilgrims Hospices
- All event instructions communicated prior to and during the fair must be adhered to.
- If paying by cheque, please make it payable to Pilgrims Hospices. To pay by credit/debit card please call Pilgrims Hospice Fundraising Office on 01233 504111
- Wi-Fi access is available but in limited numbers so cannot be guaranteed.

I have read and understood the Pilgrims Hospices Ashford Christmas Fair 2019 terms and conditions and agree to adhere to them.

Signed

Date.....

Please return both forms to: **Christmas Fair, Pilgrims Hospices Fundraising Office, Hythe Road, Willesborough, Ashford, Kent TN24 0NE** or email it to **deirdre.mewse@pilgrimshospices.org**