

BROADSTAIRS FOLK WEEK CRAFT FAIR 2012

Application for Non-Catering Spaces
 SATURDAY 11th AUGUST – FRIDAY 17th AUGUST 2012

APPLICATION FORM

PLEASE FILL IN ALL SECTIONS EVEN IF YOU HAVE BEEN TO THE FESTIVAL BEFORE
 Please print details below in block capitals, take a photocopy for your records & send back to BFW.
 All applications to the Craft Fair must be submitted on this form.

Name/Trading as	
Name for Wrist Bands – (Two per stall) <i>All traders will need to wear a wrist band for ID and access to compound.</i>	1. 2.
Address	
Postcode:	
Tele Number:	
E Mail Address:	
Registration of your Vehicle	
Description of Stall Please give a full description of the items on sale at your stall. A description saying 'craft' will not be accepted. Please attach additional information if you have some available, especially photos of your normal stall.	

Stall Charges	£45 per foot (does <u>not</u> include on site camping)	Additional Information	TOTAL Costs
Outside or Inside – (please circle preferred option)			
6ft frontage (minimum)	£		
10ft frontage	£		
15ft frontage	£		
20ft frontage	£		
25 ft frontage	£		
ELECTRICITY (Adequate lighting is supplied) YOU MUST BRING ONLY PAT TESTED EQUIPMENT WITH YOU	£60 per week <i>Extra sockets will not be fitted during Folk Week unless requirements are notified to the BFW office in advance</i>	This charge is for maximum 1kw = 1 socket. All appliances now require PAT test please read terms and conditions and bring your PAT certificate with you or post copy to office in advance.	
TABLES	£12 per table		
Tables – 6' x 2'	How Many _____ £		
CAMPING for outside pitches only	£10 per day	NAMES FOR PERMIT	
Camping ON SITE Outside caravans only as part of stall, no tents. Pre booking essential - please read terms and conditions.		1. 2. <i>Electricity included will be for a maximum of 1KW – please pay for extra if you need it.</i>	
Camping on Festival Campsite Is available at the normal rate.	£7 per night or £45 per week (per person)	<i>contact festival office for form and details.</i>	

Have you enclosed.....?

Booking Form – please make sure the form is completed fully and all relevant information included.	Yes/No
Please make cheques payable to: Broadstairs Folk Week I have included full payment for 2012 Total:	Yes/No
I have included £50 deposit – deadline March 2012 (Balance Outstanding – <i>by 30th April 2012</i>) NB – IF WE HAVEN'T HEARD FROM YOU – WE WILL NOT CHASE YOU AND WE WILL SELL YOUR SPACE. We will NOT accept post-dated cheques.	£50
I have included a copy of my Public Liability Insurance policy (or please indicate date renewal date here and send copy as soon as you have received the new document.) RENEWAL DATE OF INSURANCE.....	Yes/No
I have enclosed a completed Risk Assessment Form Please fill this out properly as a Council official will be checking it. If you need help we will send you an example.	Yes/No
I would like to have acknowledgement of receipt of payment by return. NB Broadstairs Folk Week may cancel the booking if the applicant defaults in payment of the deposit or the full amount by the stated deadlines above.	Yes/No

I/We agree to booking terms and conditions and have enclosed all the requested information

Signature.....

Name of Block Capitals

**If any queries please either contact Pauline Longman or Jo Tuffs at the Festival Office.
All decisions regarding stalls are made jointly between Pauline and Jo.**

Please return this form to:

Jo Tuffs

Broadstairs Folk Week

Pierremont Hall

Broadstairs CT10 1JX

E Mail: jo@broadstairsfolkweek.org.uk

Telephone: 01843 604080

Office Use only:

We confirm receipt of booking for:

Trader:
Frontage:
Electricity:
Camping:
Balance Outstanding:
Risk Assessment form:
Insurance Details: