

Please reply to: Towersey Trading
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oxfordshire's 46th
towersey village festival

26-30 august 2010



46/Craft/

Craft Fair Application

Closing date for all applications is 30 April 2010

Please read the Terms & Conditions overleaf before filling in this application.

Name of Stall.....
 Contact Name.....
 Address.....Postcode.....
 Tel (h)..... (w)..... (mobile).....
 Email..... Website.....
 (Please provide an email as this is where your confirmation will be sent).

I would like to book the following:

Stall Space at £57 per 0.5 metre frontage★ (This includes power supply) **Minimum of 2.5 metres frontage per stall.** (2.5m converts to approx. 8.2 feet). All stalls are 2m deep.

Trestle Table & Chair	Each	£18
Full Season Ticket ★★	Adult (Concessionary price)	£83
	Youth (12-17 yrs)	£66
	Child (5-11 yrs)	£46
5 Nights Camping Permit on Site 2	Adult	£18
	Youth (12-17 yrs)	£18
	Child (5-11 yrs)	FREE

Amount	Price
m	

I / We enclose a cheque made payable to **Towersey Village Festival** for the **total amount** = £
 I / We enclose a **separate** cheque made payable to **Towersey Village Festival** for my **FULLY REFUNDABLE deposit** = £ 100 - 00

★ Includes 2 free Adult Season tickets (inc. camping on Site 2) Please order any additional Season tickets on this form now.
 (Additional Showground Site passes available on request - maximum of 3)
 ★★ Additional Adult Concession price Full Season tickets are limited to 2 per stall & in advance only.

- Space for Camping is available within booked stall space or on Site 2. Please tick box if bringing Caravan / Motorhome
- Stalls are 2m deep.
- Please arrive **NO EARLIER** than 12noon on Wednesday 25 August 2010. You will not be able to gain access to the Festival site before that time.
- Your tickets will be issued to you at the Festival by the Trade Manager.
- Payments are non-refundable once stall has been confirmed.

Please tick if you have traded at Towersey in previous years: 2007 2008 2009

National Market Traders' Federation (NMTF) (covers insurance): Membership Number Expiry Date.....
 For information about the NMTF Tel: 01226 749021 Fax: 01226 740329 Email: enquiries@nmtf.co.uk

- I / We agree to have public liability insurance for a minimum of £5,000,000 and **enclose a copy of the certificate which covers the Festival period.**
 (I / We will produce the original at the Festival).
- I / We understand this is an application to trade and confirmation will be advised in early May 2010.
- I / We have read and hereby undertake to abide by the Terms & Conditions overleaf and the instructions of the Festival Organisers.

Signed..... Date

Please give a detailed description of the goods that you will sell (only those items declared may be sold).....

Photographs of the stall and products are essential in the planning stages. Applications received without photos will not be considered.
Please enclose SAE for them to be returned after the Festival.

Craft Fair Information 2010

One of the most relaxed, family friendly festivals of its kind, this unique event is back for 46th year. The Festival takes place on two adjacent sites in Towersey, a small village in Oxfordshire. The camp site opens to the public on Thursday 26 August and events continue daily through until midnight on Bank Holiday Monday 30 August. The Festival's 4000 plus Season tickets (covering all events) have sold out for the past 5 years and up to 2000 additional visitors join us daily through the gates. Our stall holders come back year after year and love finishing their season at this magical event.

One of the Festival's main attractions is the **CRAFT FAIR**. Housed in a separate marquee, it is specifically for crafts people who make their own goods. It is open to visitors daily who have paid a small site entrance fee, all Full Season ticket holders and any Day Season or Event ticket holders. There is also a **Music Fair** and an **International Market** for those who import goods and/or want to be in a market atmosphere and provide their own stall cover, and a few village charity type stalls alongside a range of Catering outlets and visitors facilities. Also included in the stall fee are 2 free Adult Full Season tickets (in the form of wristbands) and camping on the Festival's Site 2. Additional Showground passes are available on request. The Festival provides a 13amp socket to every stall (included in the stall fee).

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Green Deposit - please include a separate cheque for £100 as a FULLY REFUNDABLE deposit. The Festival will retain this deposit and it will only be banked if rubbish or equipment is left on Site. This will not affect the majority of Festival traders. See Terms & Conditions below for full details.

Craft Fair Terms & Conditions 2010

Accommodation

- No camping or caravans will be allowed behind the CRAFT FAIR marquee.
- **Camping is available on Site 2 only.**
- Additional permits for the Festival camp sites cost £17 per Adult or Youth (12-17 years), Children (5-11 years) are FREE.
- Caravans / Motorhomes are permitted on Site 2 only.
- Alternative accommodation is available in the surrounding area. Visit www.visitsouthoxfordshire.co.uk for details.

Applications

- Photographs of the proposed stall and goods **must** accompany the application. (Returnable after the Festival upon request, SAE needed.)
- The Festival Organisers reserve the right to accept or refuse any application.

Catering & Sale Items

- No sale of food or drink from stalls is allowed unless agreed with management.
- The Festival arranges its Catering concessions separately.
- No offensive or anti-social items to be sold. Any items deemed unsuitable must be removed at the Festival Organisers' discretion.

Cheques

- Payable to **Towersey Village Festival** please.
- Bounced cheques will incur a £35 admin charge, payable before arrival at the Festival.

Closing Date for Applications - 30 April 2010

- Please send full payment with your application.
- On 4 May 2010 cheques from those selected to take part in the Craft Fair are banked. Please make sure you have sufficient funds for your cheques to clear at this time. If insufficient we will reject your application.
- By early May successful applicants will be notified.
- By early May unsuccessful applicants will be notified and cheques returned.
- **Payments are non-refundable once we have confirmed your stall.**

Collections & Appeals

- No charitable or other appeals, collections or sale of raffle or draw tickets are allowed other than for Festival funds.

Dogs

- **DO NOT bring a dog to Towersey.** Dogs are **NOT** permitted on the Showground site.
- There is **NO** provision for dogs to be left unattended.
- Dogs to assist people with disabilities will be admitted to all venues.

Electricity

- **Requirements will not exceed that of a 13amp-socket outlet.**
- Generators are not allowed in the Craft Fair.
- Please note that for everyone's safety the electricity supply to the Craft Fair is protected by a very sensitive circuit breaker.
- Any electrical equipment with a slightest fault will cause the breaker to operate and cut off power to the whole area. Therefore, please ensure that all equipment is wired to a high standard.
- Exhibitors will be responsible for safe wiring installations of their own stands, which will be connected to a 13amp socket outlet provided by the Festival.
- Exhibitors should ensure that their equipment is protected by correctly rated fuse in the 13amp-plug top.
- Exhibitors whose equipment and/or wiring are deemed to be unsafe will be disconnected from the wiring system by Site engineers.
- Due to power shortage **we cannot allow use of halogen lamps** and ask that you are reasonable with your power usage.
- **Each stall must bring a suitable fire extinguisher(s).**

Green Deposit

- Please enclose a separate cheque for £100 for your Fully Refundable deposit.
- This cheque will be retained by the Festival and only banked if you leave rubbish on Site at the end of the Festival.
- If your deposit is retained it will be banked on Tuesday 31 August 2010.
- All unbanked cheques will be destroyed by the Festival or returned to you after the Festival if requested.

Insurance

- Each stall **must** have its own public liability insurance for at least £5,000,000.
- We recommend the National Market Traders Federation. Tel: 01226 749021, Fax: 01226 740329, Email: enquiries@nmtf.co.uk
- A copy of the valid certificate (covering the Festival period) **must be sent with this application.** The original **must** be produced at the Festival.

Litter

- Please assist in keeping the Craft Fair free from litter. Trade waste must be cleared by the stall holder at the end of the Festival.
- On departure **do not** leave your rubbish or equipment on Site.
- If you leave rubbish or equipment on Site your deposit cheque will be banked by the Festival.

Noise

- Playing of radio or taped music is **not** allowed in the Craft Fair without the expressed permission of the Festival Organisers.

Opening Times

- These will be at the stall holders discretion but are recommended to be at least 12noon - 8pm Thursday; 10am - 8pm Friday - Sunday and 10am - 6pm Monday.

Permits

- One vehicle permit is allowed per stall and **must be displayed at all times** (will be posted with final details).

Security

- Overnight security personnel are provided as a deterrent to theft and vandalism.
- Neither the Festival Organisers nor security firm can be held responsible for any loss or damage.

Setting Up, Deliveries & Taking Down

- Access to the site will be from 12noon on Wednesday 25 August 2010 and **NOT BEFORE.** Set up must be complete by 3pm on Thursday 26 August 2010.
- Sub-letting of stall space is not permitted, and we cannot normally accept applications from "conglomerates" although we have no objection to shared stalls if full details are given on the application form. If you are in doubt or if you require further information, please contact us at the address overleaf.
- Vehicle access is available for deliveries to stalls from 8am-10am on Friday 27, Saturday 28, Sunday 29 and Monday 30 August. Parking for vehicles to deliver will be available subject to space and the Trade Managers discretion. At all other times, vehicles must be removed from the site. The Social Club area on Site 1 is NOT for parking of Trade, Music Fair or Craft vehicles. We restrict movement because the Site is open to the public, who we have a duty to safeguard.
- Final layout of the stalls will be at the Organisers' discretion, and your stall position will be given on arrival. **Please do not telephone us in advance.**
- The Site must be cleared by 2pm on Tuesday 31 August 2010.

Stall Space

- The site offered is "pitch only". The Festival Organisers will not supply tables, chairs, water or any other equipment.
- Stall space is available in multiples of 0.5 metre units at a cost of **£57** per 0.5m frontage. Minimum frontage of 2.5 metres (2.5m converts to approx. 8.2 feet)
- All stalls have a depth of 2 metres.
- Metal frame structures with overhanging top poles and overhanging goods are not permitted.

Tickets

- 2 free Adult Full Season tickets per stall. These cover all events (except Thursday night in Festival Dance House) & 5 nights camping within booked stall space or on the Festival's Site 2.
- Additional Showground passes available on request (maximum of 3). **NB Showground site passes are not Full Season tickets and will not allow access to any event, camping, or the bar after 6pm.**
- For entry to events, camping and the bar after 6pm you will need a Season ticket.
- Adult Concessionary Full Season tickets are limited to 2 per stall **in advance** only.

Vehicles

- The Organisers reserve the right to restrict vehicle movement and parking subject to weather and ground conditions.

The Organisers reserve the right to vary, add or take away from these conditions without notice and to remove any exhibitor whose stand does not reach the standard or does not comply with these or any other terms & conditions.