

Medstead Fete

Guidelines for Stall Holders

Our Aims;

We hope to make Medstead Fete a great fun filled day for the whole of the community, helping to raise funds for local organisations and to help the development of local business.

To aid this, we have produced these guidelines which will help you understand where we can help you, and some of the restrictions that may apply.

Contributions:

A key aim of the fete is to raise funds. To this end we ask stallholders to make a contribution to the fete, whether that be in the form of a pitch fee or a percentage of the takings on the day. Please note: we are no longer able to offer gazebos for hire. We are able to supply tables, but would ask for a contribution to the fete for this.

All members of The Medstead Fete Committee are volunteers. Visitors are not charged an entrance fee for attending the fete; however the organisation of the day does carry significant costs and risks that have to be covered. Therefore, the payment system below does rely on the honesty and integrity of the stall holders.

Commercial/Trade Stalls	Pitch only	10% of total takings on Fete Day or £10 whichever is the greatest
All other stalls (including charity, local groups/clubs, etc)	Pitch only	£10 – payable in advance
All stalls	Table hire <i>(chairs are not provided)</i>	£5 per table – payable in advance

The above charges are not applicable to those stalls who donate all their takings to the fete funds.

Terms & Conditions:

Please ensure payment is made in advance electronically where possible, or on the day of the Fete at the latest. Please do not leave the Village Green until you have paid.

Please note, all charity stalls must supply their charity number to the organisers to be eligible for this category. Any “charity” that does not have a registered number will fall into the commercial/trade category and the relevant charges noted above will apply.

Stalls will be sited in the most appropriate area at the Organiser’s discretion; any requests will be considered but a specific pitch cannot be guaranteed.

Please arrive to set up your pitch between 10am and 12 midday, on the day of the fete and please remove all vehicles from the green after unloading.

Please leave your pitch in a clean and tidy condition.

In case of inclement weather, to prevent damage to the grass you may be prevented from driving onto The Green. In any case, all traders/stall holders need to unload and remove their vehicles from the area before 1.00pm.

Floats are normally only provided by the Medstead Village Fete Committee, to stalls run by us. However, cash floats may be purchased by stalls on the day. This will simplify cashing up later. Other stall holders/traders please remember to bring sufficient change with you on Fete Day.

NO electricity will be supplied by the Fete Committee for the event. Outdoor stall holders may bring their own silenced generators. Generators must be kept secured and within a safety barrier. Fire extinguisher must be available on every stand if a generator is being used.

Tables can be supplied by the Fete Committee on request however, there is only a limited supply available and allocation will be on a first come, first served basis. See above at contributions. Unfortunately we are no longer able to supply gazebos.

All stall holders should carry out a risk assessment and be prepared to disclose it if asked. All stall holders must also ensure they comply with all relevant legislation relating to public health (if applicable).

The Medstead Village Fete committee shall not bear any responsibility for the saleability of any goods/services etc. on offer by the traders/stall holders or regulations under the Public Health requirements.

The Medstead Village Fete Committee takes no responsibility for theft or damage to traders' goods/equipment or effects and shall not be liable for any claim for loss or cost whatsoever.

All traders/vendors not covered by the Medstead Village Fete Committee Insurance should be adequately insured for public liability.

Please respect the marshals, stewards and/or police officers, following a request please do as they ask.

The Organisers reserve the right to refuse applications for pitches/stalls.