



INFORMATION FOR TRADERS AND CRAFT DEMONSTRATORS

Welcome to Coldridge Fete, Vintage Rally, Flower Festival and Dog Show 2024!

Some of you have attended in previous years or have shown an interest in joining us. We hope that the following information will tell you everything you need to know about booking a pitch at the 2024 Fete but if you require any clarification or have any questions please do not hesitate to get in touch. The Conditions and Regulations are there for you to read and keep for your reference. The attached Booking Form may be downloaded, filled-in, scanned and returned by email or posted.

PITCHES: Our **standard pitch** size is 4 metres x 4 metres and costs £25.00 with the Stallholder providing their own float, table, chairs and shelter/gazebo. If you require a larger plot or double pitch please contact the organizer for pricing. (Space is limited so please reserve early if needed.) You may park alongside your pitch to unload etc. but all vehicles should then be removed to the free parking area.

Covered pitches in Fete provided tent cost £40 and include 1 x display table and 1 x chair.

FREE PASSES: One free pass for entry into the Fete is included in the pitch price. All other helpers on a stall will be required to pay the standard entry fee which, for this year, is £3.50 per adult (ages 16 and under – free). These can be purchased at the gate on the day or ordered on the application form.

All invited guests demonstrating a skill or craft will be accommodated free of charge and furniture and shelter as agreed prior to Fete Day provided. If, however, you sell anything from your stand on the day the fete committee would appreciate a donation.

WI-FI: Please be advised that no Wi-Fi services are provided on the field. Stallholders will need to be self-sufficient for trading using their own Wi-Fi or 4G.

FIRST AID/EMERGENCY: St. John Ambulance Brigade will be on site from 11.30am. In the event of emergency please listen to announcements and follow instructions as quickly and calmly as possible. Any accidents must be reported to the Fete Secretary.

REFRESHMENTS: Food and drink will be available throughout the day including a tea tent serving snacks and cakes, a licensed bar, plus barbeque and ice-creams stalls.

Finally, if you wish to book a pitch at the 2024 Coldridge Fete please ensure you return the completed Stallholders Agreement Form as soon as possible as spaces are limited. The final date for return is 17th May 2024. We look forward to welcoming you in June.



CONDITIONS AND REGULATIONS FOR TRADERS AND DEMONSTRATORS

- 1. BOOKING:** Applicants must complete the form and provide full payment before they can be accepted and processed. Confirmation of site including ticket passes will be forwarded nearer the time of the fete. The Fete reserves the right to refuse or cancel any application without explanation.
- 2. INSURANCE:** All Stallholders are required to provide details of their current Public Liability Insurance Policy with the application. (Not mandatory for craft demonstrators.)
- 3. PITCHES:** A **standard size pitch** is 4metres x 4metres. All Stallholders to provide their own table, chairs, float and shelter/gazebo. (Our site can be windy so you should ensure that your structure is suitably secure for the weather.)
Covered pitches in Fete provided tent will include 1 x display table and 1 x chair.
- 4. SETTING UP:** All Stallholders to be on site no later than **11am** on Fete Day.
Stallholders may set up from 8:30 am on the day of the Fete but no sales made before completion of the opening ceremony at 12 noon.
Vehicles may be parked alongside Stalls for the purposes of unloading and setting-up but should then be removed to the public parking area (free of charge).
No food or drink (for immediate consumption) to be sold by Stallholders to the public.
No vehicles to be moved or stalls dismantled until after 5pm.
Stalls and all rubbish must be removed within 1 hour of the end of the Fete.
- 5. CANCELLATION POLICY:** In the event of cancellation, the return of payment for sites will be at the discretion of the Fete Committee and will not exceed the amount of payment received from the Stallholder.
- 6. DATA PROTECTION:** Your business name and contact details may be printed in our Programme unless a Stallholder specifically requests otherwise.
- 7. HEALTH AND SAFETY:** All Stallholders are required to act in a responsible manner to minimize the risk of accidents. Particular attention should be paid to risks involving erecting and dismantling stands, manual handling and trip hazards, especially where members of the public are involved.

For the protection and safety of all pedestrians there is a 5mph speed limit on the site. Please follow the signs and the directions of the vehicle marshals.