



Saturday 21st June 2008

January 2008

Dear Stallholder

The tradition of a Fair in Wimbledon Village has continued in one form or other since the early 19th century. The Wimbledon Guild, the local charity that organises the Fair, is determined that the 2008 Fair will be the biggest and best yet.

An estimated 20,000 visitors attended the 2007 Fair and the proceeds were used by The Wimbledon Guild to support the operation of its services, including a Social Welfare department, Counselling service, Activity & Social Centre including a Computer Training Centre, Luncheon & Social clubs, Rosemary Lodge (a care home with nursing), a recycling program for donated furniture and the new project First Service incorporating the Befriending Scheme.

The 2008 Fair on Saturday 21st June 2008 starts at 8.30 am with the huge Horse Show which always attracts large numbers of participants and spectators. The Fair itself is open from 10.30 am until 5.30 pm and other attractions include a fun dog show, continuous entertainment on the central stage, activities including pony rides, assault courses, Punch & Judy etc - and of course a large craft and produce stall area both in the open-air and under cover. There will be plenty of interesting cuisine to sample, once again featuring the Young's beer tent, a hog roast and Krispy Kreme doughnuts! - Truly a day out for all the family.

For prospective stallholders we enclose the following:

- Stallholder Booking Form
- Stallholder Terms and Conditions X 2
- Health and Safety check list

We would like to bring to your attention our revised Terms and Conditions. Please note that this year your booking will not be accepted unless you have signed and dated your booking form and also signed and dated the terms and conditions on the reverse of your booking form and returned these together with the signed Health and Safety Check list.

You will see on the booking form this year we are asking for additional information about your product. Please complete this section as comprehensively as possible to ensure you are not located next to a similar stallholder and that we list you correctly in the Fair programme.

Tables: 1 table per space booked is included as part of the booking. Tables will be signed for on delivery and signed for again on collection. Any tables that are missing and not signed for at the end of the day will be charged to the stallholder responsible.

The booking period for the 2008 Wimbledon Village Fair is from today's date until 31st March 2008. After this date the applications will be processed and you will be informed by the end of April whether your application has been successful. The allocation will be done on a first-come first-served basis but with a system of quality and type control, plus preference given to local stallholders, to ensure a high standard and variety of stalls. Successful stallholders' cheques will only be cashed after 31st March and unsuccessful applicants' cheques will be returned as soon as possible. In the unlikely occurrence that we are not sold out by 6th June, any bookings received on or after 7th June will be subject to a £20 surcharge.

An annual event, raising money for local charity, organized by the Wimbledon Guild of Social Welfare
The Wimbledon Guild of Social Welfare, 30-32 Worple Road, Wimbledon, London SW19 4EF
Telephone 020 8946 0735 Fax 020 8296 0042
www.wimbledonguild.co.uk (Reg. charity no 200424)

PLEASE NOTE

- Please complete the booking form as you would like your entry to appear in the programme, in the section Company / Organisation / Trading Name. Also think carefully about the 5 words requested to go into the programme.
- Please also take care to calculate exactly how much space your stall will require when completing the booking form. Every bit of your stall must fall within the booked space.
- Stalls selling open food / drink to be consumed on the day must book into the Food Village area of the Fair, space permitting. Please contact Jane Bretton (jbretton@wimbledonguild.co.uk / 020 8946 0735) if you fall into this category.)

To complete your booking, please

- complete and return to us the completed Booking Form
- enclose a cheque made payable to "Wimbledon Guild" for the appropriate amount, postdated to 31st March if you prefer
- enclose one copy of the signed the Terms and Conditions
- complete and sign the Health and Safety Checklist, and return that to us too.
- New stallholders are asked to also include a sample / photo of the products you will be selling. Please note that these samples / photos are not returnable if supplied by post. However if you would like to bring them in personally, please make an appointment to see me.

Successful stallholders will be notified in April and sent full instructions in June including one car park pass for parking during the day in the allocated car park. No other parking on the site will be permitted. There is limited disabled parking alongside Wimbledon Common.

Unlike other charity events we do not ask for a percentage of your takings: however in previous years many stall holders have generously given a donation from their takings to The Wimbledon Guild, for which we are extremely grateful, but stress that this is entirely discretionary.

If you have any questions about the stalls, please don't hesitate to contact me: or if your query is about the Fair in general, please contact the Fair Organiser, Jane Bretton - preferably by email if possible.

We look forward to you joining us at this year's Wimbledon Village Fair, for another successful year, raising money to support the work of this worthwhile charity.

Yours sincerely,

Chris Brown

Christine Brown
Stallholder Manager
Wimbledon Village Fair

cbrown@wimbledonguild.co.uk / 020 8946 0735
jbretton@wimbledonguild.co.uk / 020 8946 0735

www.wimbledonguild.co.uk



STALLHOLDER BOOKING FORM

Saturday June 21st 2008

STALLHOLDER DETAILS			
Title	First Name	Surname	
Company / Organisation / Trading Name			
Registered Charity No. <i>If Applicable</i>			
Address			
Telephone Number		Fax	
Mobile Number		Email	
Website Address			
Please tick as appropriate <input checked="" type="checkbox"/>			
I would like a stall at the Wimbledon Village Fair on 21 st June 2008			<input type="checkbox"/>
I cannot attend the Wimbledon Village Fair this year but would like you to keep my details on record for the 2009 Fair			<input type="checkbox"/>
I am no longer interested in the Fair. Please remove me from your mailing lists			<input type="checkbox"/>
STALLHOLDER PRODUCT INFORMATION - Please tick as appropriate <input checked="" type="checkbox"/>			
Please give a full description of the products you would like to sell at the Wimbledon Village Fair 2008			
Please describe your stall in FIVE words only, for use in the Fair programme			
STALL LOCATION and COST DETAILS Please tick your requirement as appropriate <input checked="" type="checkbox"/>			
Stall in Marquee <input type="checkbox"/> £125.00 per stall space	Stall in Open Air <input type="checkbox"/> £75.00 per stall space	Open Air Charity Stall <input type="checkbox"/> Rate £30.00 per stall space	Please make all cheques payable to Wimbledon Guild
STALL SIZE			
All Stalls in the the Stalls Areas are 3m x 3m / 10 ft x 10 ft Please advise what size you would like to be marked out in the Food Village			
STALLS AREA Please advise us of the number of adjoining stalls required	(1, 2, 3, 4, 5)	Please tick if you will be using a gazebo. <i>Please note that any poles, supports, guy ropes, pegs etc--must be taken into consideration when calculating your required stall space</i>	
CONFIRMATION			
I / we confirm that the information given on this form is accurate, that we have read and agree to abide by the Terms & Conditions, have supplied a Risk Assessment and carry public liability insurance			
SIGNATURE			DATE



Stallholder Terms and Conditions

Saturday 21st June 2008

One copy to be signed and returned with the Booking Form

- The Wimbledon Village Fair Committee reserves the right to refuse admission to or participation in the Fair. The Committee reserves the right to reject any proposed entry or to cancel an entry without being required to give a reason. In such cases any fees submitted will be refunded.
- Location of stalls will be determined by the Wimbledon Village Fair Committee whose decision is final. Every endeavour will be made to meet the general wishes of stallholders with regard to position, without causing unfairness to others. Those exhibitors wishing to retain their same site as previous years are asked to indicate this with their application although this cannot be guaranteed.
- The Wimbledon Village Fair Committee is entitled to relocate stalls when stallholders fail to arrive at the Fair by 9.00 am unless a stallholder has obtained prior consent from the Wimbledon Guild to a later arrival.
- In the case of too many stallholders applying to sell similar products, priority will be given to locally based stallholders but quality of the product, quality of the stall presentation and customer interface will also be taken into consideration.
- Stallholders may only sell the goods that have been agreed by the Wimbledon Village Fair Committee.
- Only good quality goods and craftwork, plants and fresh quality produce etc at a fair price should be on sale at the Wimbledon Village Fair.
- Once your booking has been accepted and your cheque cashed, if you have to cancel your booking we will refund 50% of your fee up to 1st June. After 1st June no refunds can be given under any circumstances.
- Stallholders are allowed vehicular access to their stall area to unload from 7:00am on 21st June 2008 and all vehicles must be removed to the allocated stallholders parking area by 9.45am. There is strictly no parking on the site overnight.
- Stallholders will be admitted to the Fair's allocated stallholders parking area only on production of their car park pass issued with in their Fair pack (NB: 1 pass allocated per stallholder – not per stall space, due to limited space available. Please let us know if you require disabled parking).
- Stallholders' vehicles can not be readmitted to their stall area for loading before 5.30pm.
- No vehicles will be permitted to drive on the Fair site during open hours (10.30 – 5.30pm).
- Stalls must be set up and ready for trading by 10.30am and manned throughout the day until 5.30pm.
- Stallholders are not permitted to close down or pack up during the Fair open hours (10.30 – 5.30pm).
- Stallholders shall keep their stalls and surrounding area clean and tidy and will bag and tie their rubbish at the end of the day, ready for collection.
- 1 trestle table 1.8m x 0.6m (6ft x 2ft) will be provided at your location for each stall space. This must remain in the stall space for the duration of the Fair and will be collected and signed for at the end of the day. Stallholders are expected to supply all their other equipment including chairs, protection from rain, shade etc. Please note that there is a water tap available to the side of the common, but no electricity supply.
- Refreshments can be purchased from the Food Village.
- Stallholders agree that The Wimbledon Guild, its agents and anyone associated with the organisation of the Fair shall not be responsible for any loss or damage to merchandise or personal property or for injury to any person caused by the day's activities, the weather or any other reason or cause. Money and valuables should be kept out of sight and secured.
- There will be no refund of fees in case of bad weather or for any other reason.
- Insurance: All stallholders are requested to hold full Public Liability cover. Please note the Wimbledon Guild's Public Liability insurance only covers the Wimbledon Guild. We strongly advise that they have their own insurance to cover accidents occurring at or because of their stall or themselves.

I confirm that I have read and understood the Terms and Conditions and agree to their content.

Please sign and return this copy to Chris Brown at the Wimbledon Guild

Signed		Date	
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Signed		Date	
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Health and Safety Checklist

Please complete and return with the Booking Form

Please tick the following health and safety questions to ensure you have positively considered the following points:

1.	I am aware that the event takes place on Common Land and thus a completely flat surface cannot be guaranteed	<input type="checkbox"/>
2.	Please note that there is no shelter provided, other than if you book into a marquee. Please think about what you might need e.g. sun cream, water / food, warm clothes, sun hat, water proofs, rain cover for your products.	<input type="checkbox"/>
3.	My stall will fit within my allotted area and cause no obstruction or problems for the surrounding space.	<input type="checkbox"/>
4.	I will have a sufficient number of people who are competent to set up and break down my stall.	<input type="checkbox"/>
5.	Are you or any of your people / staff classed as a vulnerable person i.e. Disabled, Children, Pregnant etc? If yes, I have considered and taken appropriate action on their particular issues from a health and safety point of view.	<input type="checkbox"/>
6.	Do you have anything at your stall which could potentially cause harm to others i.e. source of heat, sharp objects, machinery etc. If yes, please give details in the space provided below along with procedures to ensure everyone's health and safety.	<input type="checkbox"/>

If you have a full Risk Assessment which covers your attendance at the Wimbledon Village Fair please send a copy with your application pack.

I confirm that I have considered all the health and safety issues relevant to my stall.

Signed		Date	
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