

Sponsored by:

STRAWBERRY HILL MUSIC & FUN DAY

Sunday 13 July 2008, 12.00-7.00pm



Supporting:



STAND BOOKING FORM

Title: Mr/Mrs/Ms/Miss	
Surname:	First Name:
Organisation:	
Address:	
	Postcode:
Home Phone Number:	
Mobile Number:	
Email Address:	
Product/Service:	

	Cost £
I wish to book _____ (no. of spaces) at the Strawberry Hill Music & Fun Day @ £50.00 each (£35.00 for registered charities)	
TOTAL PAYMENT ENCLOSED:	£

Please complete this form and return with your payment made payable to **STRAWBERRY HILL MUSIC & FUN DAY** to:

Ingrid van der Weide
Event Manager
Strawberry Hill Music & Fun Day
c/- 4 Michelham Gardens
Twickenham Middlesex TW1 4SB

NOTES TO STALLHOLDERS

1. **Allotment of space.** Space will be allocated by the Event Organisers. Stallholders cannot be supplied with plans prior to allocation. Every endeavour will be made to meet the general wishes of stallholders with regard to position, without causing unfairness to others. The Event Organisers reserve the right to reject any proposed entry, or to cancel an entry without being required to give a reason.
2. **Confirmation of space reserved.** Applications for space will be confirmed by returning the booking form accompanied by a cheque, made payable to Strawberry Hill Music & Fun Day. Please allow 5 working days for cleared funds.
3. **Cancellation of space reserved.** Where an exhibitor cancels the space reserved for him for any reason, fees will be refunded until two weeks prior to the event. Within 14 days of the event all fees paid will be forfeited unless the space is re-let.
4. **Electricity.** There is no electricity available on site.
5. **Generators.** Generators are not permitted on site unless they form an integral part of an exhibition unit and therefore are not visible and do not cause annoyance to neighbouring exhibitors.
6. **Fire Precautions.** Fire precautions on stands are the responsibility of the exhibitor. Any exhibitor intending to use gas cylinders (e.g. Calor gas, propane, butane, helium, etc) on the day of the festival is to notify the event organisers at the time of the booking. No open fires will be permitted.
7. **Rubbish:** Stallholders are responsible for removing all rubbish generated by their stall.
8. **Arrival & Departure.** The festival grounds will be open from 8.00am on the day of the event and stallholders should have their stands arranged in proper order by 11.30am and may not dismantle before 6.30pm
9. **Deliveries.** All stallholders will be required to move their vehicles from the festival grounds by 11.00am on the day of the event. Goods arriving after 11.00am must be carried by foot to the grounds.
10. **Insurance.** All stallholders are responsible for ensuring that they have the appropriate insurances to cover their activities on the day of the event as their activities will not be covered by the site owner, Rugby Football Union or Event Organiser's insurances.
11. **Security.** The Event Organisers will not be responsible under any circumstances for the safe keeping of any article or item exhibited or brought into the festival by a stallholder.
12. **Undue Noise.** No stallholder will be allowed to shout or call attention to his goods or use any equipment that might cause annoyance to other stallholders. The selling of goods by auction is prohibited.
13. **Sale of Food and Drinks.** Stallholders, other than those applying for a catering pitch, are not permitted to sell liquid or other refreshments.
14. **Appeals, competitions, raffles, etc.** Organisations wishing to make appeals or run competitions must first write to obtain permission from the Event Organisers, but will NOT be allowed to make collections outside the limits of their stands.