



# **DULWICH FESTIVAL FAIR AT GOOSE GREEN 2018**

## **Stallholder Application and Information Pack**

**SUNDAY 13TH MAY 2018 AT 11AM to 4PM**  
Goose Green, East Dulwich Road, SE22



## The Event

Part of the annual Dulwich Festival 10<sup>th</sup> – 20<sup>st</sup> May 2018 [www.dulwichfestival.co.uk](http://www.dulwichfestival.co.uk), the DF Fair on Goose Green is now in its 13th year. It brings together a selection of the best local craftspeople, designers, independent shops, family fun, bars and food stalls. Activities and entertainment to entice all to stay and soak up the atmosphere of the day include;

Free bouncy castle, face painting and workshops for children, delicious food stalls, live music organised by The Goose is Out! and our fantastic donkey rides! The DF Fair on Goose Green has grown each year and is now firmly established as one of the best days out in East Dulwich.

## Coverage and Promotion

Entry to the Fair will be free and it will be widely advertised.

- It will feature prominently in the main Dulwich Festival programme, of which 30,000 copies are distributed.
- It will be featured in SE magazines (15,000 copies)
- All May issues will have the Fair featured on the front cover.
- Large banners promoting the Fair will be erected around Goose Green Park one week prior to the event.
- It will be featured on the local website Around Dulwich [www.arounddulwich.co.uk](http://www.arounddulwich.co.uk).
- It will feature on the Dulwich Festival website [www.dulwichfestival.co.uk](http://www.dulwichfestival.co.uk)
- The Festival Fair is fully supported by Southwark Council and will feature in Southwark Life and on the Council's website.

Please spread the word to other local craftspeople, designers/makers and traders who may want to be to join in a great day. The more local the better!



The Fair will be a self-financing event and it will be run by volunteers.

Please read through the below information and decide if you want to book a stall or a food pitch. The stalls are NOT available for any kind of hot food, you will need to book a food pitch.

### Important Information

- **CHILD PROTECTION NOTICE:** Any stall having direct physical contact with under 18s (e.g. via henna painting, face painting etc.) must ensure staff are DBS checked (advance evidence will be required) and have your own public liability insurance.
- Please note that due to the number of free face painters at Gala Day we ask that all face painting is provided for free.
- You must also ensure you have your own public liability insurance.
- No power is available to stallholders. We do not have the capacity to provide power under any circumstance.
- All stallholders are responsible for their own public liability insurance.
- All stallholders selling any kind of consumable items must provide food hygiene and public liability insurance certificates PRIOR to the event. If these documents are not made available to us the stallholder will not be able to trade.

### Stalls

- Cost of hiring a commercial stall (3x 7ft) for profit / business is **£80**. This includes a Fitted Cover Show Stall as shown.
- Cost of hiring stall for a charity / fundraising / not-for-profit / information-only is £65. This includes a Fitted Cover Show Stall as shown.
- Hot food stalls will be separate from the fitted stalls and cost **£150** per pitch, this does not include any stall or equipment.
- Coffee/hot drinks vans are **£75** but do not include the stall.



- For any other type of stall i.e. rides etc, please email with details of your equipment and the price will be sent straight back to you. No hot food will be allowed within the fixed stall set up, however, cakes, sweets and other cold goods will be allowed a stall as usual.
- If you are in any doubt about what type of stall you need, please contact me by email before booking.
- If you have any requirements relating to your stall, please include details on the booking form.
- The stalls will have a certain amount of cover but will not be inside a marquee.
- Chairs are NOT provided, so please bring your own if you don't want to stand up all day!

## Booking a Stall

- **Stalls will be booked on a first come, first served basis.**
- Only receipt of payment and completed booking form will secure your place.
- Payment by BACs only:

It is really important that you reference **DF Fair on Goose Green** with your payment, as this goes in to the main Dulwich Festival account and we need to find the payments. It also helps if your business name or actual name relates to the bank account you send it from. Please make it obvious!

- A booking confirmation will be sent out by email only. This is your receipt and nothing else will be sent. If you have not received this, please check we received your form.
- We aim to get confirmations sent out within 7 working days of receipt of your booking. The booking deadline is **Friday 23rd March 2018**. If there are still stalls available, we will still take bookings.
- If you are not able to make the Fair and do not inform us at least 14 days prior to the event, we will not be able to refund your payment.

## Payments

- Upon receipt of your application, we will confirm your stall reservation and invoices and further information will be sent after this.
- Stall payments are due 28 days before the Fair, any stallholders who have not paid their fees before this date will have their stall booking cancelled. Late bookings are sometimes permitted but in these instances immediate payment is requested.
- Payments can be made by BACS only.



**BACS Payments can be made to:**

**xxxxx**

**Sort Code:**

**Account No.**

**Please include your company name as a reference**

#### **PLEASE NOTE**

- Your stall is not confirmed until payment has been received.
- All income generated is used to cover the operational costs not make a profit.

### **Access and Parking**

- **Please do not come earlier than this time as you will not be allowed to set up until the stated time.**
- Remember you cannot gain access to your stall before 9.30am and need to be ready by 11am, so if you need longer than an hour and a half to set up, this might not be your event.
- If you arrive early you will catch us setting up, so please try to keep to these times, so we have enough time to get set up properly by 9.30am.
- Please remember that you cannot park on the Green, we need to have all cars / vans cleared by 10.30am. We can get refused our licence if we don't comply with Southwark Council's rules.
- There will be no specific parking available at the event. You can bring your vehicle onto site to unload and load only. All vehicles have to be off site.
- Please allow plenty of time to set up and merchandise your stall. If you arrive after the event begins at 11am you may lose your pitch and will not receive a refund.
- Your pitch will be pre-allocated and plans will be available on the day to let you know where you are. This information will NOT be sent out ahead of time.
- Please do not dismantle your stall until 4pm.

### **Power / Water**

- Please note there will be no power or water available onsite.

### **Rubbish**

- You will be responsible for removing all your own rubbish and refuse from the area after the event.

### **Facilities**

- There will be public toilet cubicles onsite.



## Terms and Conditions

- No refunds will be given if the event has to be cancelled due to unforeseen circumstances (e.g. bad weather).
- The organisers cannot accept responsibility for lost, stolen or damaged stock, which you bring at your own risk.
- To enable a full and wide range of different products, goods and services, we may refuse requests for pitches from certain vendors if there are too many duplications.
- We do not guarantee any exclusivity to any one product.
- Please ensure you give a full description of your goods to be sold as we may also use this information for marketing purposes. Please seek permission from the organisers prior to the event if you wish to make any changes to the products you have stated you were selling, otherwise you may be refused permission to set up your stall and will not be refunded.
- Stall payments are due 28 days before the Fair, any stallholders who have not paid their fees before this date will have their stall booking cancelled.
- Payments can be made by BACS only.
- If you are not able to make the Fair and do not inform us at least 14 days prior to the event, we will not be able to refund your payment.

**If you need anything or have any queries, please contact the Festival Producer, Zohra Huda by email: [goosegreenfair@gmail.com](mailto:goosegreenfair@gmail.com)**

Please be aware that the Fair is run by a small team and it is not always possible to respond straight away but your query will be answered as soon as possible.

