**Wednesfield History Society Community Fun Day**

**2019 – Replaying the 1940s**

**Stall Registration Form**

**Date: Saturday 3rd August, 11.00 am - 5:00pm**

**Contact Details**

Simon Hamilton

137 Harper Avenue

Wednesfield

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07814549416

info@wednesfieldhistory.org

**Trade/Commercial: £15 per Stall**

**Charity/Fund raising: £5 per stall**

**Exhibitors: No charge**

**Setting Up time 1: Friday 2nd August after 3pm\***

**Setting Up time 2: Saturday 3rd August 8:30 – 10:30am**

**\*Those arriving on Friday 2nd August must confirm below.**

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| **Your Name &****Organisation** |  |
| **Please Circle:** Trader Charity Exhibitor  |
| **Address** |  |
| **Contact details** |   |
| **Vehicle make, model & registration:** |

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| **Please give a brief description of your set-up:** |
| Size of gazebo or marquee: Goods for sale or activity: Number of people in your party:  |

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| **Set-up day and time (please circle)** |
| Will you be setting up on the evening of Friday 2nd August? Yes / No Will you be stopping on site overnight? Yes / No |

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| Do you carry public liability insurance? Yes / NoDo you have a food hygiene certificate? Yes / No*(you must have one if providing food for sale)* ***If ‘Yes’ please provide a photocopy with this form.***  |

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| **Please read the information overleaf, then sign and date the form in the space provided** |

**Things to consider**

* You must attend a safety briefing with the Head Steward at 10.30 am on Saturday 3rd August at the Bandstand.
* Please adhere to Health & Safety legislation ensuring that all people in your party act responsibly for themselves and other people using the site. This includes keeping access and walkways free of litter, cables, or any other tripping hazards.
* Timing for setting up stalls and traffic movement on site:

**Friday Night** – stall holders can arrive between 3pm & 6pm; If you opt not to stay overnight, your stall will be left at your own risk.

**Saturday Morning** – stall Holders can arrive and set up from 8:30-10:30 am

**Saturday Afternoon** – stall holders can bring vehicles on site to load for departure from 5pm

**No Vehicle Movement will be allowed outside these times unless confirmed with organisers and supervised by stewards.**

* Should a member of staff ask you to remove any of your equipment for Health & Safety reasons and you refuse this request, we reserve the right to ask you to leave the event immediately.
* We reserve the right to cancel the event in the case of occurences beyond our control, for example adverse weather conditions. In such a case, your booking fee will be refunded.
* You will be required to move your vehicle to the designated area once you have unloaded. Should you require assistance please contact a Steward.
* We cannot guarantee connection to an electricity supply. You may bring a portable generator for your own use providing it is safety certified. Any electrical equipment – eg kettles – must have a Portable Applicance Test (PAT) certificate.
* Should you be using gas cylinders, please ensure you advise us beforehand and follow the manufacturer’s guidelines for use. It is your responsibility to ensure any equipment you use is a) in good safe working order and b) out of contact with all other site users.
* **Please bring your own additional tables and chairs.**
* In event of any emergency all stall holders must leave the site at the nearest exit supervised by stewards and go to Main Car Park situated off Lichfield Road.
* Please sign and return this booking form by mail or email to to the address at the head of the form.
* Your booking fee should be paid by 20th July

We may also wish to contact you again for future events; should you not wish to be contacted please put a tick in the box.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ confirm my attendance at the event and agree to adhere to all requests on this form and any reasonable requests that are made of me or my party by Wednesfield History Society Staff before or on the day of the event.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have any special requirements or queries please either contact Simon Hamilton on 07814549416, or email info@wednesfieldhistory.org