

NORBURY CANAL FESTIVAL 2018

INFORMATION FOR STALLHOLDERS AND CONDITIONS OF BOOKING

When and Where: Saturday 5th May, Sunday 6th May and Bank Holiday Monday 7th May at Norbury Junction on the Shropshire Union Canal, Staffordshire, ST20 0PN

Format: sited in a picturesque canal location with pub, cafe and working boat yard, festival attractions will include historic and decorated narrow boats and boat traders, boat trips, food and craft stalls, children's activities and entertainment, musical entertainment and evening events.

Background: the canal festival is jointly organised by the Junction Inn public house and the Shrewsbury and Newport Canals Trust (SNCT) with extensive support from local residents, businesses and organisations. Attracting up to ten thousand annual visitors, it is the main funding event for the SNCT and is run entirely by volunteers.

Stall Numbers and Size: There will be a maximum of 40 stalls due to space restrictions. We aim to offer a broad range of products and will turn down stalls where there is overlap. Stall frontage should be no more than 3m (10 ft) and stallholders need to provide their own gazebo/shelter and furniture. It may be possible to accommodate larger pitches *if requested prior to booking*.

Pitch fees: £17/day, £34 for 2 days or a discounted rate of £40 for all three days for a standard 3m wide pitch. Food stalls (serving food or drink for immediate consumption) and larger pitches will be subject to additional charges - please contact us to discuss fees prior to booking. Pitch fees are non-refundable.

Festival Programme Advertisement: An optional, ¼ page (A7 size) stall advertisement will cost £10.

Booking Deadline: *To confirm your pitch, please return a completed booking form with payment **by February 28th 2018**.*

Bad weather: The festival will not be cancelled due to bad weather.

Electricity: There will be no electricity available to stallholders on site.

Food Stalls - hygiene: If you intend serving food you must adhere to the Local Authority Food Hygiene regulations including the covering of food.

Alcohol/Live Animals: No alcoholic drinks or live animals (including fish) to be given as prizes.

Setting up and Parking: Access to the site will be from 8am when unloading will be allowed. No access to the site will be allowed after 9:30 am. All vehicles must then be moved to allocated parking and will not be allowed back until the festival finishes at around 4pm each day.

Insurance: Norbury Festival does not provide insurance cover for theft or damage to your stock, equipment or goods, so recommends that you adequately insure yourself against all risks. SNCT does hold Public Liability Insurance, however, it is a requirement of our insurers that you have your own Public Liability Insurance.

Contacts / Queries:

Please contact Diane Sandford - mobile 07757017757 dasandford52@gmail.com

Or for food stalls, Alison Frizzell - 01785 284288 / junctioninn1@hotmail.co.uk.

NORBURY CANAL FESTIVAL, 5th – 7th May 2018

STALLHOLDERS BOOKING FORM

Trading Name:	Contact Person:
Address:	Tel:
	Mobile:
	E-mail:
Postcode:	Website:
<p>Please provide a full description of what you will be selling/demonstrating/displaying and state whether you are intending to sell food and/or drink.</p>	
<p>Preferred location (we cannot guarantee a particular location but will take note of your request) :</p>	
<p>Larger pitches (frontage greater than 3m wide) - please state the size required:</p>	

Standard pitch fees: £17/day, £34 for 2 days or £40 for all three days. *Please tick the days you wish to attend:*

Saturday 5th May	Sunday 6th May	Monday 7th May
Festival Programme Advertisement – £10	Advertisement is optional, tick this box if you wish to advertise and we will contact you.	
Larger Pitch Fee	Please state the value of any additional (pre-arranged) fees: £	

Payment for the above fees can be made by cheque payable to SNCT or electronically using reference 'NCF-Your Contact Surname' to Account Number: 00024342 Sort Code: 40-52-40

Total payment: £_____ Method of payment: _____

To secure a booking please sign and return this booking form, with payment, by 28th Feb 2018 to:

Diane Sandford, 14 Hilltop Road, Oakengates, Telford, Shropshire. TF2 6AX

DECLARATION: I have read and accept the conditions of booking

PRINT NAME:

SIGNATURE:

DATE:

The information you provide will be used solely by festival organisers and will not be passed to third parties.