

Stockport Fairtrade Group Fair
10.30am – 3pm, Saturday 23 November 2019
Stockport Guildhall, 169-171 Wellington Road South (A6), Stockport SK1 3UA

Booking Form

Organisation name	
Contact name	
Address	
Telephone	
Mobile	
Email address	
Type of goods and sources e.g. Namaste, Traidcraft, etc	
Please state any access or operational requirements	
How many A5 publicity flyers you could take for your customers?	

I / We enclose the stall booking fee of £20 (for bookings received by Friday 18 October 2019) OR £25 (for bookings received from 19 October 2019 onwards).

Please make cheques payable to the 'Stockport Fairtrade Group'.

I / We agree to abide by the stated terms and conditions (see below).

Name	
Signature	
Date	

**Please return the completed booking form and payment to Chiara Mallia,
15e Mauldeth Close, Heaton Mersey, Stockport SK4 3NP by 8 November 2019.**

**(Stalls which are run by volunteers from SFTG on a sale/return basis may offer
payment on a commission basis, rather than a stall fee)**

Data Protection: We only use the information you provide to enable us to organise the Fair, let you know about other events, and occasionally to share other Fairtrade information. We will not pass your information to anyone else without your specific consent. Our Privacy Policy is available to view at <http://stockport-fairtrade.org.uk/>.

Terms and Conditions

Eligibility

Traders

1. All traders' goods or products must be of Fairtrade origin. Products or goods sold and/or promoted must comply with one of the following criteria:
 - i. Products or goods should be certified by the Fairtrade Foundation or equivalent bodies; **OR**
 - ii. Products or goods should be traded in a fair and equitable manner so as to benefit marginalised communities overseas, including payment of a living wage to producers and workers, avoidance of child labour, the provision of a safe working environment, freedom of association and independent monitoring of standards.

Campaigning Organisations

2. Groups should have stated aims which are compatible with those of Stockport Fairtrade Group e.g. Trade Justice, Human Rights, Sustainability.

Information Stalls

3. In addition, a limited number of information stalls may be available to other organisations, provided their business ethos is compatible with the aims of Stockport Fairtrade Group.

Applications

4. All applications for stalls must be made using the attached booking form.
5. If you have any access or operational requirements please indicate these on the booking form. These will be confirmed with you before attending the Fair.
6. No animals are allowed into the Guildhall except guide or hearing dogs.
7. **Stockport Fairtrade Group reserves the right to refuse an application for a stall at the Fair.**

Cancellations

8. There is a non-refundable charge of £20/£25 per stallholder, payable to 'Stockport Fairtrade Group, which must be paid in advance to secure a place. Bookings forms and payments should be sent to Chiara Mallia, 15e Mauldeth Close, Heaton Mersey, Stockport SK4 3NP by **8 November 2019**.
9. If you are unable to take up your booking of a stall at the Fair, please let the Stockport Fairtrade Group know as far in advance as possible, by contacting the Group on 07803 928778.
10. Stalls are reserved until 10am on the day, after which unoccupied stalls will be re-allocated or removed.

Trading Terms

11. The Fair will be open to the public from **10.30am to 3pm** (earlier finish time, hall booked to 4.30pm).
12. It will be possible to put up stalls on the previous evening (Friday 22 November 2019), from **5pm-7pm** (the Guildhall is secured at night but it is not advisable to leave items of value on the premises).
13. The Guildhall will be open from 8am on Saturday 23 November 2019 to stall holders.
14. There is free parking on site which is supervised by security staff employed by the Guildhall, which can be found at the rear of the venue and is accessed via Brentnall Street.
15. The Guildhall has Public Liability insurance for any instance related to the buildings, stairways, equipment, etc but the Guildhall and Stockport Fairtrade Group cannot accept responsibility for any loss, damage, injury or theft of or to property or persons in relation to equipment provided by stallholder. Please consider whether you require your own insurance.

Stalls

16. One table of approximately 1800 x 600 mm will be provided. Given the number of stallholders we are expecting, there will be limited space and so there may not be room available for additional shelving, stands, etc on the day. Additional tables are available at £5 each.
17. No bolts, nails, tacks or pins are to be inserted into any walls, upholstery or tables supplied by the Guildhall.
18. A distance of two feet (610 mm) is required between the stalls for fire regulations.
19. No smoking and no naked flames are permitted in the building. The burning of incense sticks is not permitted due to the smoke alarms.
20. Stockport Fairtrade Group expects each stallholder to clear away any rubbish generated by their stall at the end of the Fair. With the earlier finish time of 3pm, there will be plenty of time to vacate the premises by 4.30pm so we ask that stallholders do not dismantle their stalls before the end of the Fair; the last half hour can result in some good sales.
21. An electricity supply will not be available at the Fair.