

STALL BOOKING FORM

WALLINGFORD CARNIVAL SATURDAY 16TH JUNE 2018



The theme of this year's carnival is "**Lights, Camera, Action**".

Stalls will be restricted to traders from Wallingford and the surrounding area or connected to the town.

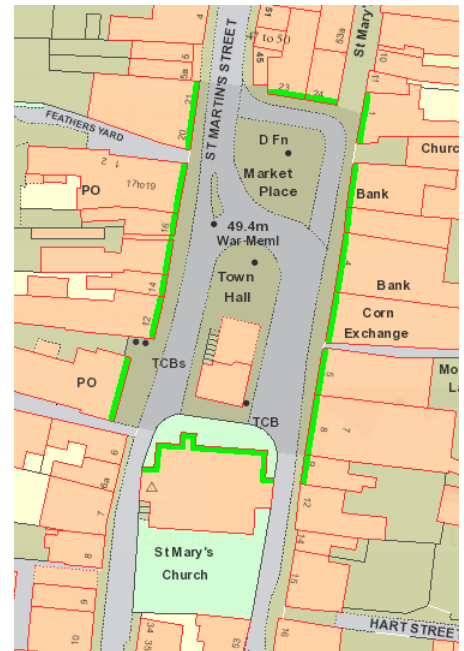
The fees and arrangements have changed from previous years.

Stalls located in the Market Place will attract a higher fee than those in other places. The Market Place is highlighted on the adjoining map.

Information will be distributed to stallholders via email. Any stallholder without an effective email address will be contacted by post and telephone and this will incur an administrative fee of £20.

Stall spaces will be 3m x 3m and the fee to rent a space will be:

Commercial Stalls in Market Place	£40 for 1 space
Commercial Stalls in other locations	£25 for 1 space
Charity Stalls in Market Place	£25 for 1 space
Charity Stalls in other locations	£10 for 1 space



Hot Food Stalls Separate arrangements apply, please contact the **Stall Co-ordinator**.

If you need more than a single 3m x 3m space please discuss your requirements with the **Stall Co-ordinator**.

The theme of this year's carnival is "**Lights, Camera, Action**" and stallholders are invited to decorate their stalls (and themselves) in line with this theme.

The roads will be closed to normal traffic from 10:00am to 8:00pm.

On Carnival day, stallholders can start to set up their stall before 10:00am, but the roads must be kept clear until 10:30am. Stallholders are responsible for clearing away their own litter.

All stallholders are expected to have their own public liability insurance and be able to demonstrate compliance with any other legal requirements.

Stallholders should not start selling until the official Carnival opening at 11am.

Stall fees may be paid in advance (cheques payable to Wallingford Carnival), otherwise they will be collected during the afternoon.

All stallholders will be notified of their stall location prior to Carnival Day.

On Carnival Day, a chart showing all stall locations will be available outside the Town Information Centre. Dennis Jackson, Stall Co-ordinator, will be available to assist and advise stallholders.

To book a stall space, please:

a) contact the Stall Co-ordinator Dennis Jackson DennisJackson@clara.co.uk

and once the availability of space has been confirmed,

b) send electronic copies of the form and other documents to Dennis Jackson or paper copies to:

Wallingford Carnival, % 4 Cross Road, Cholsey, Oxfordshire, OX10 9PE

Wallingford Carnival Stall Application for 16th June 2018

I wish to rent space(s) for Wallingford Carnival Day on behalf of

.....

Signed

On behalf of

Address

.....

Phone number

Email Address

WALLINGFORD CARNIVAL - THIRD SATURDAY IN JUNE