

**Hampstead Summer Festival 23 June - 1 July 2018**  
**ART FAIR - Saturday 23 June 2018**  
**BIG FAIR - Sunday 1 July 2018**

**STALLS, ADVERTISING, SPONSORSHIP, DONATIONS BOOKING & PLEDGES FORM**

**Business / Co name** \_\_\_\_\_ (please print for legibility!)

**Address** \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**Tel** \_\_\_\_\_ **Mobile** \_\_\_\_\_

**Email** \_\_\_\_\_

**Social media handles (if any)** \_\_\_\_\_

Type of merchandise: Please describe your product range and if possible provide a link to your website.

Each stall holder is responsible for their own insurance and trading certifications. Please indicate what these are:

**We will need copies of all documents PRIOR to confirming your booking.**

**Full payment must be made on placement of order**, otherwise the stall, advertising or sponsorship slots may be offered to others. The placing of stall locations is at the organiser's discretion; the decision is final but we will try to be as accommodating as possible. There is no electric power supplied with the stalls; if needed please let us have details of what you propose to supply.

- I should like to book \_\_\_\_\_ stalls (please state no) at a cost of £175 each.
- Booking for: ART FAIR  BIG FAIR  BOTH  (Please tick appropriate box)
- I will need:  STALL + TABLE  
 TABLE ONLY  
 STALL ONLY  
 HAVE MY OWN STALL, dimensions \_\_\_\_\_
- **PLEASE NOTE** - if Camden imposes a charge for each individual stall, this cost will be forwarded directly to each stall holder.
- I confirm that I have read the [Stallholders' Terms & Conditions](#) and agree to abide by them. Please see website [www.hampsteadsummerfestival.com](http://www.hampsteadsummerfestival.com) or ask for a copy. **If a stall, or space, is required that is different from that provided please ask for a quotation.**
- I am interested to book advertising space in the Programme brochure and/or to sponsor some banners and/or an activity. Please contact me as soon as possible.

- I should simply like to make a donation of \_\_\_\_\_
- I enclose a total remittance of \_\_\_\_\_

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

**Please make cheque payable to Hampstead Summer Festival and send to Els Bauer, HSF 2015, c/o Stella Lange LLP, 3 Marty's Yard, Hampstead High Street, London NW3 1QW.**

**OR pay by BACS to Barclays Bank, Hampstead High Street, credit Hampstead Summer Festival a/c no. 9371 6252, Sort code 203616.**

**Many thanks! If any queries, please consult the website, or don't hesitate to get in touch with**

**[els@stellalange.co.uk](mailto:els@stellalange.co.uk)**

**[www.hampsteadsummerfestival.com](http://www.hampsteadsummerfestival.com)**

**[facebook.com/HampsteadSF](https://facebook.com/HampsteadSF)**

**[twitter.com/NW3Festival](https://twitter.com/NW3Festival)**



**Hampstead Happenings all week**

[www.hampsteadsummerfestival.com](http://www.hampsteadsummerfestival.com)

**Hampstead Summer Festival  
Stall Holders - Art Fair and/or Big Fair – Terms and Conditions**

Art Fair - Green around the flag pole - Whitestone Pond

Big Fair - Heath Street between Hampstead Underground - Whitestone Pond/junction East Heath Road

1. Only quality goods and craftwork, plants and fresh produce etc at a fair price should be on sale at the Hampstead Summer Festival.
2. If too many stallholders apply to sell similar products, priority will be given to locally based stallholders, subject to quality standards.
3. The Hampstead Summer Festival Committee reserves the right to refuse admission to or participation in the Fair.
4. The Committee reserves the right to reject any proposed entry or to cancel an entry without being required to give a reason. In such cases any fees submitted will be refunded.
5. The location of stalls will be determined by the Hampstead Summer Festival Committee whose decision is final. However, every endeavour will be made to meet the general wishes of stallholders with regard to position, without causing unfairness to others.
6. The Hampstead Summer Festival Committee is entitled to relocate stalls when stallholders fail to report to the Fair organisers by 10.00 am unless a stall holder has obtained prior consent from the Hampstead Summer Festival Committee to a later arrival.
7. No gas or electricity will be supplied. Stall holders who need this, will have to bring their own and have the appropriate licences and certificates.
8. Toilets are available.
9. Stalls must be set up and ready for trading by 11.30 am and manned throughout the day until 5.00pm.
10. Stallholders are not permitted to close down or pack up during the Fair open hours (12.00 – 5.00pm).
11. Stallholders must keep their stalls and surrounding area clean and tidy and must sort, bag and tie their rubbish at the end of the day, in accordance with the recycling instructions.
12. Food handlers must ensure their certificates, licences and permits are in order and up to date. Copies must be supplied and brought along to the Fair.
13. Stallholders are allowed vehicular access to their stall area to unload only from 8.30 am to 11.00 am on the Sunday. There is strictly no parking on the site overnight.
14. No vehicles will be permitted to drive on the Fair site during open hours (12.00 pm – 5.00 pm).
15. Stallholders' vehicles cannot be readmitted to their stall area for loading before 5.15 pm.
16. The Hampstead Summer Festival and anyone associated with the organisation of the Fair shall not be responsible for any loss or damage to merchandise or personal property or for injury to any person caused by the day's activities, the weather or any other reason or cause. Money and valuables should be kept out of sight and secured.
17. There will be no refund of fees in case of bad weather or for any other reason.
18. Insurance: All stallholders are requested to hold full Public Liability cover, trading certificates and gas certificates etc. as appropriate for the merchandise and/or cooking facilities. Copies must be supplied.
19. All traders need to have a fire extinguisher/fire blanket at the stall as appropriate.
20. All traders need to have a Risk Assessment in place.
21. Once your booking has been accepted, if you have to cancel your booking we will refund 50% of your fee up to **Monday 7 May 2018. After 7 May** no refunds can be given under any circumstances.

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I agree to the Terms and Conditions above:

Business name.....

Signature.....

Print name..... Date.....