POWDERHAM CASTLE MICHAELMAS FAIR 2019 – 20th YEAR!

IN AID OF ABF THE SOLDIERS’ CHARITY , THURSDAY 14 NOVEMBER

*Dear Stallholder,*

I am delighted to invite you to apply for a stall at our 20th Michaelmas Fair! The Earl and Countess of Devon are once again allowing us to hold the Fair in the magnificent setting of Powderham Castle .It is an excellent venue in unique surroundings with experienced in house staff and good facilities.

Previously we have been in a fortunate position to provide stallholders with assistance carrying goods into the Castle. Although we will endeavour to continue this service, it cannot be guaranteed. We can accommodate 40 stalls in the very attractive Music Room, Libraries and Dining Room. The Fair will run from 10am to 3pm and in addition to general advertising and social media, we will send out 2500 invitations to our supporters in September. **The Fair is an established and very popular event in ABF The Soldiers’ Charity calendar.**

## Terms and Conditions for Stallholders:

## 1 x 6-foot trestle table/or empty space £55

**1 ½ (9ft) 6-foot trestle table/and empty space £75 \*\***

**2 x (12ft) x trestle table/or empty space £110**

**3 x (18ft) x trestle table/or empty space £130 - Limited availability**

***\*\* please provide your own table/display stand for the ½ table space – no more than 3ft wide***

## All display boards, clothes horses, sales rails etc, must fit behind your tables and within the size of your stall. Fire exits are to be kept clear at all times, any items blocking these will be removed.

## Outside Space

This year we would like to encourage more stallholders for the space in the castle courtyard and at the side of the castle. This will be on hard-standing. You must have your own vehicle, gazebo or covered stand to protect you from inclement weather and weights to secure your structure if applicable. You will not be able to peg into or mark the ground to secure. Please call the office to discuss if you are interested in one of these. Prices start from £40. Please note there will be no provision for electricity for outside stalls and these stands will be issued at our discretion and for relevant products to suit outdoor space.

##  In addition to the cost of the tables, 10% (after the deduction of VAT, if applicable) of your takings is to be paid, please, before leaving the Fair. Please provide, on the day, one good prize from your current stock, for the Tombola.

**Acceptance**. If you wish to confirm your application, please return your table/space requirements on the enclosed form, together with a SAE for our reply, to reach me, at

the latest, by 28th February. If you have not already done so, please will you enclose a leaflet or catalogue, to indicate the **full range** of your products/services. It would also help us to include a price list of the items you are offering for sale. Successful bidders will be notified at the end of March, when we will ask for payment. A reserve list will be maintained in case vacancies should arise later.

Please note that payments cannot be refunded, for whatever reason, after 1st August 2019.

**Helen Vincent**

Assistant to Regional Director/Michaelmas Fair Coordinator

POWDERHAM CASTLE MICHAELMAS FAIR

IN AID OF ABF THE SOLDIERS’ CHARITY- THU 8th NOV 18

###### **STALLHOLDER’S APPLICATION FORM**

***PLEASE RETURN TO HELEN VINCENT AT THE ABOVE ADRESS***

1. **Trade Name of the Stall**. Title of your business. *(If you have not already sent one,* *please enclose a leaflet or catalogue, if available*):

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2. **Space Required**. Please state how many 6ft tables and /or how much space you require. Extra space will be charged for and must be agreed prior to the Fair:

Inside …………………………………………………………………………………………………

Outside…………………………………………………………………………………………………

3. **Stall Description**. Please state in no more than five words how you would like your stall described in the invitation:

**…………………………………………………………………………………………………………**

4. **Electricity**. Do you require a power socket? **You may wish to bring your own lighting as parts of the Castle can be very dark especially in bad weather conditions. All electric appliances you bring must be PAT tested and carry a PAT tested sticker.** YES / NO

5. **Invitations**. How many Fair Invitations would you like (for distribution by you, in addition to those we send out)? If you prefer we can send you an e-flyer so you can let your friends and customers know you will be at the Fair!

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6. **Insurance.** If you are not a member of the Charity Fairs Association, please confirm that you have Public Liability Insurance and please send us a copy of your insurance document which will be valid on the day of the Fair.

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**SIGNATURE**…………………………………………………………………………………

**NAME** …………………………………………………………………………………………

**NAME OF PERSON RUNNING STALL (if not yourself)**

**ADDRESS: TEL: E-MAIL:**