



Strawberry Fair 2009 Stalls Application

Trader No. _____

Dear Stallholder

We are pleased to announce that Strawberry Fair 2009 will take place on Saturday 6th June. As ever, the entire Fair is being organised entirely by local volunteers. If you would like to have a stall or stalls at this year's fair please return the attached form by 9th March 2008. If you are a food trader you must have submitted a completed application (including Food Safety Questionnaire, Risk Assessment Form, copies of hygiene certificates, up-to-date PAT testing and Gas Safety certificates and evidence of Local Authority Registration & extant Public Liability Insurance) by this date. If you have not, your application will be judged incomplete and you will not be able to trade on the day. Any deposits attached to incomplete applications by this date will NOT be returned. If you are not a food trader and forgot to send in the form after this date, or heard about the Fair late etc. we will do our best to fit you in, but we expect to sell out the stall space, so please send your application and deposit as soon as you can.

Stalls Charges

Traders are able to apply online again this year. Applications made online save Strawberry Fair a lot of admin work – and as we're all volunteers, this is much appreciated! We will, of course, be accepting paper applications as usual, and in any event of a technical hitch be reliant on them. Please note there will be a £10 discount per application if full payment is received by Friday 1st May.

To apply online, please visit <http://traders.strawberry-fair.org.uk>

Tariffs

Non-food stalls: minimum charge £150, which covers stalls up to 3.5 metre frontage, 3.5m depth (up to 10 feet); for up to every extra half metre (frontage or depth) add £20 - so, for example, for a 5m by 4m stall the charge is £150 plus £60 for the extra width and £20 for the extra depth = total £230.

		Frontage											
		3.5	4	4.5	5	5.5	6 (20 ft)	6.5	7	7.5	8	8.5	9 (30 ft)
Depth	3.5	£180	£200	£220	£240	£260	£280	£300	£320	£340	£360	£380	£400
	4	£200	£220	£240	£260	£280	£300	£320	£340	£360	£380	£400	£420
	4.5	£220	£240	£260	£280	£300	£320	£340	£360	£380	£400	£420	£440
	5	£240	£260	£280	£300	£320	£340	£360	£380	£400	£420	£440	£460
	5.5	£260	£280	£300	£320	£340	£360	£380	£400	£420	£440	£460	£480
	(20 ft) 6	£280	£300	£320	£340	£360	£380	£400	£420	£440	£460	£480	£500
	6.5	£300	£320	£340	£360	£380	£400	£420	£440	£460	£480	£500	£520
	7	£320	£340	£360	£380	£400	£420	£440	£460	£480	£500	£520	£540
	7.5	£340	£360	£380	£400	£420	£440	£460	£480	£500	£520	£540	£560
	8	£360	£400	£420	£440	£460	£480	£500	£520	£540	£560	£580	£600
	8.5	£380	£400	£420	£440	£460	£480	£500	£520	£540	£560	£580	£600
	(30 ft) 9	£400	£420	£440	£460	£480	£500	£520	£540	£560	£580	£600	£620

Food stalls: minimum charge £315, which covers stalls up to 3.5 metre frontage and 3.5m depth; for every extra half metre (frontage or depth) add £40 – so, for example, for a 5m by 4m stall the charge is £315 plus £120 for the extra width and £40 for the extra depth = total £475.

For the people of Cambridge by the people of Cambridge

Strawberry Fair is a voluntary, not for profit organisation - All the people involved in running the fair donate their time for free



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		Frontage											
		3.5	4	4.5	5	5.5	6 (20ft)	6.5	7	7.5	8	8.5	9 (30 ft)
Depth	3.5	£350	£390	£430	£470	£510	£550	£590	£630	£670	£710	£750	£790
	4	£390	£430	£470	£510	£550	£590	£630	£670	£710	£750	£790	£830
	4.5	£430	£470	£510	£550	£590	£630	£670	£710	£750	£790	£830	£870
	5	£470	£510	£550	£590	£630	£670	£710	£750	£790	£830	£870	£910
	5.5	£510	£550	£590	£630	£670	£710	£750	£790	£830	£870	£910	£950
(20 ft)	6	£550	£590	£630	£670	£710	£750	£790	£830	£870	£910	£950	£990
	6.5	£590	£630	£670	£710	£750	£790	£830	£870	£910	£950	£990	£1,030
	7	£630	£670	£710	£750	£790	£830	£870	£910	£950	£990	£1,030	£1,070
	7.5	£670	£710	£750	£790	£830	£870	£910	£950	£990	£1,030	£1,070	£1,110
	8	£710	£750	£790	£830	£870	£910	£950	£990	£1,030	£1,070	£1,110	£1,150
	8.5	£750	£790	£830	£870	£910	£950	£990	£1,030	£1,070	£1,110	£1,150	£1,190
(30 ft)	9	£790	£830	£870	£910	£950	£990	£1,030	£1,070	£1,110	£1,150	£1,190	£1,230

Other Stall Types

Charity stalls: charity stalls are £60 for up to a 3.5m frontage; a letter of authorisation for the stall from the charity concerned must be supplied with this application form. Charity stall applications do not need to include a deposit, however, we recommend that full payment is made before the end of April to ensure that pitches are available.

Food barrows only: minimum charge £120, which covers up to 1.8m; the barrow must be mobile.

Ice cream vans: Due to a large interest in these pitches and the committee's desire to ensure local businesses are given priority, these are going out to tender this year and will be limited to 8 vans only. Tenders are by invite only and we will be contacting those we wish to tender shortly.

Blanket stalls: the charge for a blanket stall is £60 and this does not include any vehicle passes; a blanket stall must be on ground level (no tables etc) and must cover an area of no more than 1.8m².

Vehicle passes: one vehicle pass is included in the cost of your stall (except blanket stalls). All vehicles, including trailers and caravans coming on to the site need their own vehicle pass. Extra vehicle passes can be ordered at a charge of £45 each and we ask that you only bring essential vehicles onto site with you due to Health & Safety and Environmental concerns. Please note vehicle passes are only issued to specific vehicles so you will need to send in your vehicle registration numbers with your final payment in order to receive your vehicle pass(es) before the fair. If you are unable to do this you will need to inform us in advance so that we can arrange a specific arrival time for you.



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Deposit & Final Payment: Strawberry Fair requires a **deposit of 20%** of the total cost of your stall; please send this in **now** with your application. If your application is turned down your deposit will be returned. You will be sent a letter in March 2006 confirming your stall place and asking for the balance of the stall cost, the **final payment, by May 1st**. Please pay promptly. **If you need to cancel we will issue refunds (minus deposit) up to May 1st.**

Please make cheques payable to Strawberry Fair with Trader no. on reverse.

Please note stall sizes are all in metres – make sure you work in metres when calculating the cost for your stall (1ft = 30.5cm (approx.) if you need to work it out!). As usual the charge is for space only; no equipment is included; please allow for the size of your vehicle(s) etc. when calculating your stall area. Please be accurate when you declare the dimensions you require for your pitch.

Please send your application to Strawberry Fair, PO BOX 104, Cambridge. You can phone on 07905 740859 (the Trader Hotline) and leave a message; messages are accessed regularly and we'll ring you back as soon as we can. You might get a speedier response if you email us – well, this *is* Cambridge after all - at traders@strawberry-fair.org.uk. Please note that Strawberry Fair is organised and staffed entirely by volunteers and responses can sometimes take a bit longer than we'd like!

Things that would help us help you

- If you've had a change of address, please indicate this clearly
- The Traders web site has been refurbished for 2009 and, like everything to do with Strawberry Fair, it has been developed by volunteers in their spare time. We ask that you please try to bear with us should we experience any teething problems!
- If you would prefer to be contacted by email instead of the post, indicate this clearly.
- If you are an existing trader please remember to write your trader number on your application form and on the back of any cheque you send us. If you can't remember your trader number, don't worry, we'll still be able to find you on our system, or you can drop us an email at traders@strawberry-fair.org.uk, and we'll let you know.
- **REMEMBER:** measure your pitch to the nearest half metre (approximate imperial measurements have been indicated)

Please keep this sheet for future reference.



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Some Trader Rules

Stalls will not have any amplified music

Fires are not permitted

The use of generators is limited to food stalls

Stalls must not sell any alcohol (this includes tombolas)

The sale or use of wax torches is completely prohibited

No permanent tattooing or skin piercing is allowed

Please do not bring animals on to the site

The stall ticket given to you on arrival must be displayed prominently - it is your licence to trade

All traders must comply to the appropriate, local safety regulations; including environmental health, fire, trading standards, etc.

Vehicles cannot move between 11:45 am and 11pm.



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Contact Details

Your Name:

Organisation/Trading Name (optional):

Address (include postcode please):

Telephone (Include home/work/mobile as appropriate):

Fax:

Email:

Stalls Required

When filling out this table please ONLY use the stall types listed beneath it, and work out the cost of your stall as described (costing tables are provided in the information accompanying this application form) . Frontage and depth in metres please. *If you require more than four stalls please photocopy this form.*

Stall Name	Stall type *	Frontage	Depth	Cost
	F N-F C B			
	F N-F C B			
	F N-F C B			
	F N-F C B			
Total Stall Cost				
Extra vehicle passes required	At £40 per pass			
Total Cost				
20% deposit				

* Please circle appropriate Stall type, from: food; non-food; charity; barrow;

Strawberry Fair is often asked by organisers of similar events for contact details of traders who may be interested in trading at their event: if you're happy for us to disclose your details to such parties, please tick here

Briefly describe your products/services for each stall required.

Food stalls please describe how you intend to dispose of the waste produced by your stall.

Strawberry Fair prioritises stalls practising fair trade and environmentally friendly policies. If you think you fit into this category please explain why here.

I declare that any information I have supplied is correct, that I have read the outline rules on page two of this document and agree to comply with them, and that I undertake to comply with all and any further regulations that may be imposed by the Strawberry Fair Committee and the local authority. I understand that I will lose any right to trade on the day if this contract is broken. The Strawberry Fair Committee reserves the right to refuse any applications.

Signed.....Date.....

**For the people of Cambridge by the people of Cambridge
Strawberry Fair is a voluntary, not for profit organisation - All the people involved in running the fair donate their time for free**