

THE ESSEX GIFT FAIR

**The Summer Marquee
Chelmsford City Racecourse, Chelmsford, Essex CM3 1QP**

Tuesday 14th October 2025 10am – 3pm

Dear all

I write to introduce myself as the new organiser of The Essex Gift Fair. Natalie is on hand to assist and advise me but I am your point of contact regarding the Fair this year.

I attach the Application Form for this year's Essex Gift Fair, to be held on Tuesday 14th October 2025 and I am delighted to confirm that this will once again be held in the Summer Marquee at Chelmsford City Racecourse.

We aim to build on the success of last year's event and increase footfall, matching the quality of the Fair and products for sale with a discerning and affluent audience.

Last year was our most successful Fair to date, raising over £14,000 for our charity.

I do hope that you will be able to join us this year and we really look forward to showcasing your wonderful products in beautiful and spacious surroundings.

I would be grateful if you would complete the enclosed application form as soon as possible and no later than 31st March 2025 and return it to me either by email or post. Opening it in Acrobat Reader will enable you to complete the form on your computer or you can print it and complete it by hand.

Please do not hesitate to contact me should you have any queries.

With thanks and best wishes,

Georgina Dwerryhouse
Fair Organiser
07790 003 183
fair@friendsofessexchurches.org.uk



Registered Charity 236033

THE ESSEX GIFT FAIR

APPLICATION FORM

The Summer Marquee
Chelmsford City Racecourse
Chelmsford, Essex, CM3 1QP

Tuesday 14th October 2025 10am-3pm

Business name _____

Contact name _____

Address _____

Postcode _____

Tel number _____ Mobile number _____

Email _____ Website _____

Social Media: FB, Twitter, Instagram _____



Registered Charity 236033

THE ESSEX GIFT FAIR

Please specify which space you would like to apply for:

6 ft Single space with trestle table @ £80 _____

Extra 3 ft space for your own table or rail @ £45 _____

12 ft Double space with 2 trestle tables @ £150 _____

We prefer you to bring your own table but if you are unable to do so, we can provide one for a fee of £5.

Please tick if you would like one _____

Please bring your own table covering and any additional lighting, if required.

Coffee/tea and a light lunch are provided to all stallholders.

WiFi is included. A power socket can be provided upon request.

We ask for 10% of takings and orders, payable on the day, plus a prize for the tombola.

Please give details of your products _____

What product (range) do you intend to bring to the Fair? _____

Please enclose photographs of your products and stall.

What is the price range of your products? _____

Which other fairs have you attended? _____

THE ESSEX GIFT FAIR

Information for Stallholders:

- Extra display equipment such as rails or carousels must be declared on the application form. The Committee reserves the right to charge if stalls expand beyond the space allocated.
- The siting of the stalls is at the absolute discretion of the Committee.
- As a courtesy to other stallholders, and to avoid duplication, please be aware that if you bring undeclared items to the Fair you may be asked to remove them from your stall.
- Refunds for cancellations are at the discretion of the Committee and may not be considered if a stallholder cancels for whatever reason up to two weeks before the event.
- Insurance cover is the responsibility of individual stallholders (PA and PPEL insurance). Please attach proof with this application form.
- Any electrical equipment must have a PAT test certificate.
- Stallholders are responsible for leaving their site clean, tidy and undamaged.
- Stallholders must be aware that if any damage is caused to the fabric of Chelmsford Racecourse, they are liable for the cost of any repairs or replacements. Stallholders must report to the Fair Organiser, any incident or accident to any person or property that involves loss or could be expected to give rise to a claim.
- I consent to my submitted data being collected and stored.

We will endeavour to notify applicants as soon as possible if your application has been successful and, thereafter, we will send you a booking form and a request for payment.

Signed

Date

Application check list – please include the following:

- Photographs of your products or a brochure
- A photograph of your stand from a previous fair
- Product price list
- Proof of insurance

Please send your completed form by email or post no later than 31 March 2025 to:

fair@friendsofessexchurches.org.uk or

Georgina Dwerryhouse, Bromptons, Colne Engine, Colchester, Essex. CO6 2HN

All proceeds raised at The Essex Gift Fair by The Friends of Essex Churches Trust will go towards repairing and improving church buildings of all denominations in Essex, for the benefit of local communities and to preserve them for future generations.