

FRIENDS OF ESSEX CHURCHES TRUST  
GIFT FAIR 2020



Supporting Christian Churches & Chapels  
in Essex & East London

APPLICATION FORM

Hylands House, Hylands Park, Chelmsford, Essex CM2 8WQ

Wednesday 14<sup>th</sup> October 2020 10am-3pm

Name of Business \_\_\_\_\_

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

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel number \_\_\_\_\_ Mobile No \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Social Media ie FB, Twitter, Instagram \_\_\_\_\_

Please specify which space you would like to apply for:

- 6 ft Single space with trestle table @ £62.50 \_\_\_\_\_
- Extra 3 ft space for your own table or rail @ £30 \_\_\_\_\_
- 12 ft Double space with 2 trestle tables @ £120 \_\_\_\_\_

Tables, chairs, power socket, and Wifi are all included. Please bring your own table covering, and any additional lighting, if required. Coffee/tea and light lunch provided to stallholders.

In addition we ask for 10% of takings and orders, payable on the day, plus a prize for the Tombola.

How did you hear about us? \_\_\_\_\_

Please give details of your products \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What product/range(s) 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? \_\_\_\_\_

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 on the 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 Hylands House, 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, and if your application has been successful, we will send you a booking form and a request for payment.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

APPLICATION CHECK LIST – please include the following:

- Photographs of 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 to:

[fair@friendsofessexchurches.org.uk](mailto:fair@friendsofessexchurches.org.uk) or  
Emma Brice, Colemans Farm, Rivenhall, Witham, Essex CM8 3EX.

ALL PROCEEDS RAISED AT THE FAIR BY THE FRIENDS OF ESSEX CHURCHES TRUST WILL GO TOWARDS REPAIRING AND IMPROVING CHRISTIAN CHURCHES AND CHAPELS OF ALL DENOMINATIONS IN ESSEX, FOR THE BENEFIT OF LOCAL COMMUNITIES, AND TO PRESERVE THEM FOR FUTURE GENERATIONS.