

Green Fayre Registration Form



18th & 19th November 2017 10am – 4pm

at the National Waterfront Museum, Swansea

Organised by the Environment Centre, Registered Charity no. 1039378

Organisation Name			
Name Of Applicant			
Address			
Telephone		Mobile	
E-mail			
What will you be promoting / selling ?			
Are you a registered Charity / Not For Profit?	Y / N	How many tables do you require?	
Do you require extra space for clothes rail / other?		Do you require an invoice?	Y / N
Which area do you prefer your stall to be in?	Main Entrance / Colonnade / Ocean Room		
Any comments for the organisers?			

Pricing 2017

Charity stall £35.00

Business stall £50.00

Extra space eg. clothes rail £5.00

Electric Point £5.00

* Prices are per table

* Tables vary in length 5 – 6 foot

* Average total stall area 6 x 6 foot

We will let you know if your application has been successful on or after 22nd September 2017. If you are successful, we will send a request for payment, all fees must be received within the specified time period otherwise your stall space will be cancelled. **There is no need to send payment now.**

To complete registration, all stallholders must meet the criteria, and agree to the terms and conditions attached by signing and dating this form by 21st Sept 2017.

Signed

Date

To e-mail your form back, please **SAVE** your document, then attach it to an e-mail and send it to:

bookings@environmentcentre.org.uk

Or post to: The Environment Centre, Pier Street, Swansea, SA1 1RY

PLEASE RETURN BY 21/09/17

Criteria

Stalls must have a strong eco-friendly aspect or theme, and must include one or more of the following criteria:

1. Information / campaigns directly related to environmental issues
2. Reused, recycled, up-cycled or fair trade crafts / jewellery / gifts
3. FSC, locally sourced or recycled wood products
4. Local, Fairtrade, Organic, vegetarian and vegan food / ingredients (It is Museum policy that you must provide bags / containers with the food if they are not pre-packed.)
5. Fairtrade / fairly traded, recycled and organic clothes, accessories and craft
6. Recycled paper & stationery products
7. Solar powered / energy saving / water saving products
8. Sustainable building techniques and products
9. Local, Organic, Fairtrade, & vegan / cruelty free natural health & beauty products
10. Environmentally friendly household products & products to help reduce waste
11. Second hand books
12. Photography & art addressing environmental issues and / or nature
13. Children's craft activities, face painting or storytelling with a green theme

Terms and Conditions

Booking

Stalls can be cancelled and gain a full refund up to 3rd November 2017. The Environment Centre will not be able to refund cancellations after this date.

The Environment Centre has the right to refuse or cancel stalls at any time if they do not fit the criteria, if they are duplications or identical to other stalls, or if the terms and conditions are breached.

Stall spaces will only be secured with a completed registration form, and payment in full following a request from the Environment Centre.

If payment is not received within the specified time period, the stall will be cancelled.

Insurance

Stallholders must have their own public liability insurance, and insurance to cover their stock if applicable.

Neither the Environment Centre nor the National Waterfront Museum are liable for safety of stock, possessions or money at the event.

Health and Safety

All electrical equipment used at the Green Fayre must be PAT tested.

Please keep stall areas free from trip hazards and take rubbish / empty boxes home with you.

Hygiene

Any stallholders selling or distributing food must have a hygiene certificate and be registered with the Food & Safety dept in Swansea council by the time of the event.

All food being sold must either be pre-packaged or be wrapped (preferably with paper or biodegradable packaging) at the time of sale.

Please avoid eating behind your stall in public view.

Use of space

The event uses the Main Entrance, Colonnade and Ocean Room. We expect to be able to provide a commercial heater for the colonnade this year and therefore the discount in previous years has been removed, however we still advise stallholders to bring extra warm clothing in case of extremely cold weather conditions.

Tables are provided by the organisers, there are a mix of tables from different suppliers and therefore slightly vary in size.

The organisers will arrange stall positions at their discretion.

Stallholders must provide their own table coverings and display boards.

Stallholders are not permitted to bring extra tables, clothes rails or stands to extend stalls unless booked with the event organiser.

Stallholders must not stick anything to the walls or exhibits in the museum.

Stallholders are not allowed to share space with other people / groups without permission from the event organiser in advance.

Opening Times

The Fayre will be advertised to the public as open 10am – 4pm, however the Museum is open until 5pm. Therefore on the Saturday it will be up to the stallholder whether to remain with the stall until Museum closing time at 5pm.

Stallholder Set Up and Take down times

Saturday set up: Between 8.30am – 10am

Sunday set up: Between 9.15 – 10am

Sunday take down: Between 4pm – 5pm

Arrival and Parking

You will be able to unload/load your vehicle at the rear entrance to the museum: from Adelaide Street go straight across to Burrows Place to the end of the road into the Museum's courtyard where there will be a volunteer directing traffic in a high vis jacket. Inside you will be given a card with your stall number, please display this in your vehicle window. You will be asked to move your vehicle as soon as you are finished, to allow other stallholders access to the site.

The courtyard will be busy at certain times so please be aware of pedestrians, follow the car parking instructions and please be courteous to the volunteer working in the car park.

All vehicles **must** be out of the courtyard by 10am.

Saturday Parking: You can claim money back if you park in the council Pay & Display car park near the Museum (next to the LC, opposite Tesco's). It is £7.00 to park all day, you can take your ticket stub to the Museum Shop and claim back £3.50, so it will only cost £3.50 to park on Saturday. This refund is only available to stallholders and workers at the Green Fayre (not for the public). Also **the refund is only available on the day of your parking ticket**, you won't be able to claim it back the next day.

Sunday Parking: The museum and East Burrows Road car parks are FREE all day on Sundays.

If you have any queries please contact Hannah on (01792) 480200 or email bookings@environmentcentre.org.uk