

# HILLY FIELDS MIDSUMMER FAYRE

Saturday 23 June 2018, 12 noon to 5pm

## STALLS INFORMATION SHEET (NON CATERING STALLS)

Welcome to the Hilly Fields Midsummer Fayre, organised every year by the Brockley Society. The Fayre is the biggest annual community event in the area, with a wide range of entertainments, activities and stalls. With approx. 3,000 people attending, stallholders have benefited from the good publicity and takings.

### STALL CATEGORIES

Stalls will be grouped into categories based on their offer:

- *Community & Services* (C&S)
- *Arts & Crafts* (A&C) (both outside and in the marquee)
- *Bric-à-Brac* (BB)
- *Food-related* (F) (NOT catering or cake stalls)

### PITCHES AND COST

Pitch/Stall	Size	Location	Cost	Amenities
Single pitch	approx 3m x 3m	Outdoors	£20	None – bring your own table and chair
Double pitch	approx 6m wide x 3m deep	Outdoors	£40	None – bring your own table and chair
Marquee stall*	approx 2.5m wide	Marquee	£45	Table (6ft) and chair provided

\*Marquee stalls are only for *Arts & Crafts* (A&C)

### BOOKING AND PAYMENT

#### ONLINE

- Complete the *stall application form* and email it to [fayre@brockleysociety.org.uk](mailto:fayre@brockleysociety.org.uk)
- You will receive an email with your online **invoice\***
- Pay electronically: use the **invoice no.+ your name** as reference OR
- Post a cheque with your invoice no. (see right)

#### or POST

- Post your completed stall application form with your **cheque** to '**Brockley Society**', PO Box 63473, London SE4 9AZ. (Please allow longer for the processing of postal applications)
- You will receive an email with your online **invoice\***.

\*Once payment has cleared, your online invoice will show **PAID**.

**PRINT the PAID invoice and bring it with you to speed up access to the site.**

**If you require a printed invoice marked PAID by post, add 50p to your cheque**

All stalls must be paid for by Friday 15 June 2017.

Bookings are accepted on a first come, first served basis and are non refundable.

### SETTING UP & TAKING DOWN

#### Set up: 9.30-11.30am

- **Access** is from Hilly Fields Crescent. Queue down Tyrwhitt Road, SE4 1QA
- **Show your PAID invoice to the stewards**
- Stalls must be set up and cars moved to the free car park by 11.30am

- **Pitches are allocated on arrival** by the Brockley Society stewards, usually to the next available space. The stewards' decision is final.
- **CAUTION:** When driving through the field, switch your warning lights ON, drive no faster than 5mph

#### Take down: 5pm onwards

- For safety reasons, you cannot leave before 5pm
- Collect and take away all your belongings and rubbish from both your pitch and surrounding area

### GUIDE

- There is no power supply or equipment provided.
- **BRING WHAT YOU NEED** incl. BIN BAGS to clear up.
- Selling food or alcohol, broadcasting music or using amplifiers or generators are strictly prohibited.
- Outdoor pitches: an umbrella or gazebo can be useful.
- A single pitch size is equivalent to a standard gazebo.
- The Brockley Society reserves the right to refuse access to the site.