

# HILLY FIELDS MIDSUMMER FAYRE

Saturday 22 June 2019, 12 noon to 5pm

## STALLS INFORMATION SHEET (NON CATERING STALLS)

Brockley Society welcomes you to the 45<sup>th</sup> Hilly Fields Midsummer Fayre, the biggest annual community event in the area. About 5,000 people of all ages enjoy the wide range of stalls, activities and entertainments. Stall prices have been held the same as last year to give an opportunity to both community and professional stallholders to have a very successful day. We are moving towards a 'green' and sustainable policy, using paper instead of plastic wherever possible and drinks in cans, not plastic bottles.

**For environmental reasons we will not allow helium balloons or "Silly String" to be sold this year.**

### STALL CATEGORIES

Stalls will be grouped into categories based on what they 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 (6ft) wide	Marquee	£45	Table (6ft) and chair provided

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

In hot weather bring water and consider having a gazebo or sun umbrella.

### BOOKING AND PAYMENT

#### ONLINE (quickest method)

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

#### or POST (this takes longer)

- 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**.

The treasurer will check payments once you are on the field. It helps to print your invoice and bring it on the day.

All stalls must be paid for by Thursday 20 June 2019.

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

### SETTING UP: 9.30-11.30am

- **Access** is from Hilly Fields Crescent. Queue down Tyrwhitt Road, SE4 1QA
- **Avoid the early rush** if you need less time to set up: all positions are good. Marquee stalls are pre-allocated.
- 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 in the category you have pre-selected. The stewards' decision is final.
- **CAUTION:** When driving through the field, switch your warning lights ON, drive no faster than 5mph

### TAKING DOWN: 5pm onwards

- For safety reasons, you cannot bring cars on site 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.