

HILLY FIELDS MIDSUMMER FAYRE

Saturday 21 June 2014, 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 and chair provided

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

BOOKING AND PAYMENT

Online

- Complete the *stall application form* and email it to 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 (see right, under POST)

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

PRINT the **PAID invoice** – needed for access to the site.

Post

- Post your completed stall application form with a **stamped addressed envelope** & your **cheque** to '**Brockley Society**', PO Box 63473, London SE4 9AZ
- An invoice marked **PAID** will be posted back to you – this is needed for access to the site.

All stalls must be paid for by Friday 6 June 2014.

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 gain access to the site
- 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 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.