



## Sidcup Fringe Festival 2018 Event trader's application Form

The BID is proud to announce this year's festival held in the high street, and on THE GREEN in the centre of Sidcup. The festival will encourage businesses and the community to come together to support this two-day community event this summer.

Everyone from local community groups, performances from local schools and colleges, local restaurateurs and artisan street food stallholders, to businesses of all types and sizes, will help to make this amazing, fun event so successful and enjoyable for families and people of all ages.

**This application form is for Sunday 17<sup>th</sup> June, which is located on the green and will be a family fun day, which will include food and drink.**

We hope you join us in supporting this brilliant community event in the centre of Sidcup.

### 1. Stall hire

Single or double trading stalls can be hired or the organisers subject to availability and are priced based on whether your business is based in Sidcup or out of the area. Prices start from £75 + vat and include the hire and set up / take down of stall.

#### **PLEASE NOTE you will need to provide:**

- your own chairs
- your own table covers and any signage / branding for the stall
- your own power source if needed that complies to full health and safety guidelines
- a copy of your Public Liability Insurance

#### **If you are selling food items you will also need to provide:**

- A copy of your Food Hygiene Certificate
- Adequate supply of water for hand washing facilities

### 1. Bring your own gazebo / small vehicle

There is a limited amount of space for small gazebos and food selling vehicles.

### 2. Sale of Alcohol

If you intend to sell alcohol you will need to apply for a **Temporary Events Notice (TENs)** from Bexley Council. This requires **15 clear working days to be processed** so the deadline for applications will be **25<sup>th</sup> May 2018**. Please indicate on the form if this is your intention and the organisers will send you a form with instructions on how to complete.

**IMPORTANT:**

- All stalls must be set up by 9.30am. Stalls cannot be dismantled until after the close of the event at 9.30pm.
- Location of stall to be determined by the organisers

**DEADLINE FOR APPLICATIONS FRIDAY 12<sup>th</sup> MAY 2018**

<b>Name:</b>
<b>Contact Number:</b>
<b>Contact Email:</b>
<b>Name of Business:</b>
<b>Business Address:</b>
<b>Product you plan to sell? (in detail)</b>
<b>Will you be bringing power? Yes / No      If yes, what type of power? Generator / Gas / Coal</b>
<b>Are you planning to sell alcohol? Yes / No</b>
<b>Your Twitter handle?</b>

**Stall Type**

Please tick which applies to you.

<b>Stall Size (Meters)</b>	<b>Based in Sidcup</b>	<b>Out of Sidcup</b>	
<b>Single – 1m x 2m</b>	<b>£75 + VAT</b>	<b>£100 + VAT</b>	
<b>Bring your own stall/gazebo/food van</b>	<b>£75 + VAT</b>	<b>£100 + VAT</b>	

**PAYMENT IS REQUIRED IN FULL BY THURSDAY 31<sup>ST</sup> JUNE**

**If payment is not received then you will not be permitted to trade at the event.**

*Please note: if the festival does not proceed due to lack of sponsorship a full refund will be given.*

Please return your forms to Julie Leggatt, White Label Creative  
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Tel: 020 8726 7968 Email: jleggatt@wlcreative.org.uk