



Portobello Village Show, Rosefield Park, Portobello
Sunday 3rd September 2017
STALL INFORMATION & APPLICATION FORM

Please ensure you have read all of the supplementary information below before completing the application form.

POD is inviting anyone interested in having a stall to submit an application form by email, no later than **25th June 2017**, to info@the-pod.org.

Applications will be considered by POD taking into consideration the following:

1. Description of proposed offer – we want to present as wide a variety of stalls as possible in the spirit of a local village show
2. Stalls which complement rather than duplicate the stalls that POD already organise which are the “Tea Tent” (including Home baking), bar, confectionery and ice-cream stalls
3. Please note preference will be given to local people living within a 3 mile radius of Rosefield Park.

Applicants will be notified by 10th July 2017 and asked to send payment no later than 26th July 2017. We will keep a waiting list so that if anyone does not pay, or cannot attend, we will offer the pitch to someone else.

Each stall / pitch is strictly a maximum of 3 metre sq in size. POD is **unable** to provide tables and chairs or canopies for stall holders, therefore please arrange to bring your own if required.

Only catering stalls are allowed to sell hot food.

Cost of a Stall Pitch (3m/sq):

CATEGORY OF BOOKING	BOOKING FEE
Registered Charity	£15.00
Independent	£25.00
Commercial Catering	£100.00

Car Entry & Exit to and from Rosefield Park:

- Entry to Rosefield Park will be from West Brighton Crescent. There is an accessible gated entrance at the end of this street. Please drive carefully and slowly in this residential area. In order to keep the flow of traffic in one direction cars will be directed to exit via the North gate onto Rosefield Place.
- Please park your vehicle in an area away from the main residential streets to avoid disruption to local home-owners. Baileyfield Road, for example, is very close to Rosefield Park (approx. 5 minutes’ walk).

Please note, in the interests of Health & Safety, entry and exit times for vehicles must be strictly adhered to:

- Entry to Rosefield Park 12.15pm - 1.15pm
- Exit from Rosefield Park 5.15pm - 6.15pm

Liability Insurance:

Due to changes out with POD's control, each stall holder is required to have liability insurance cover. Previously under POD's Public Liability policy we were able to extend cover for local Portobello residents running stalls, however our Insurance company no longer allow us to do this. As a result ALL stall holders MUST take out their own liability insurance and provide proof of this when they return their stall application form.

Cancellation Clause:

In the event of cancellation of the event due to adverse weather conditions, POD will retain £10 to cover costs and reimburse the remainder of the Stall Booking Fee.

Arrival and Booking-in Information:

A member of POD will be at the West Brighton Crescent gate to meet you and direct you to your pitch, from 12.15pm (remember vehicle access is prohibited after 1.15pm due to health and safety).

In advance of the event you will be provided with a contact name to liaise with at Rosefield Park on Sunday 3rd September 2017. We will also send you a MAP of the park and where your stall PITCH location will be.

Please keep Rosefield Park litter-free!

If you have any rubbish, packaging etc, it must be removed from site at the end of the afternoon. Many Thanks.

Don't forget you can also keep up to date with the latest Village Show news on our Facebook page!

PORTOBELLO VILLAGE SHOW
 SUNDAY 3rd SEPTEMBER 2017
STALL HOLDER APPLICATION FORM

Please fill in the application form and email by 25th June to
 info@the-pod.org

Please complete:

CATEGORY OF BOOKING	BOOKING FEE	TICK REQUIRED STALL
Registered Charity	£15.00	
Independent	£25.00	
Commercial Catering	£100.00	

Name of Stall:

Please describe what your stall offers:

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Your Name

Your Home Address.....

Your e-mail address.....

Your Telephone Contact Number.....

I agree to the terms and conditions as set out by POD.

- ❖ Cost of Booking a Stall Pitch (3m/sq)
- ❖ Information about bringing your own table(s) and chairs
- ❖ Information about what if any insurance you need
- ❖ Payment deadline details
- ❖ Car Entry & Exit to and from Rosefield Park
- ❖ Following all health and safety instructions of the organisers during the event.
- ❖ Arrival and Booking - Information
- ❖ Cancellation Clause
- ❖ Keeping Rosefield Park litter-free!

Your Signature.....

Key dates

Deadline for your application to arrive with us is 25th June
 Applicants will be notified by 10th July
 Payment must be received by 26th July
 Details of stall position will be sent the week before the show
 Show date 3rd September