



The Friends of LANGLEY PARK School for Boys

An Association of Parents, Pupils and Friends of the School
Langley Park School for Boys, South Eden Park Road, Beckenham, BR3 3BP

The Friends of Langley Park School for Boys Christmas Market & Craft Fair Sunday 2nd December 2018 Booking information Term & conditions for Stallholders

Thank you for your interest in our Christmas Market & Craft Fair.

Booking is now open for applications!

To request a place, please complete the booking form and email it to: craftfair@lpbs.org.uk. The event is very oversubscribed, so we will assess all applications together and confirm slots by mid September 2018. Please do not submit payment until we contact you to confirm your booking.

This information sheet provides you with more information about what to expect on the day, along with information about our safety procedures, public liability insurance requirements and our other terms & conditions.

About us: we are the PTA for Langley Park School for Boys. We are a registered charity. All profits made from the event are used to fund additional educational and pastoral activities at the school.

We have been running the Christmas Market for 31 years. It is one of the largest Christmas Markets in the local area, with over 80 exhibitors and approx. 1500 visitors last year and we will be even larger this year.

Our Christmas Market is run by volunteers, so please bear with us if you do not hear from us instantly!

Timings: 9am for exhibitors, 11am - 3pm for visitors.

Please let us know if you are running late on the day. Please do not cease trading before our advertised finish time.

Parking: There is ample free parking for both exhibitors and customers. Stewards will be on hand to guide you to the best parking area for your stall position. Bear in mind that where there are yellow lines, parking restrictions will apply and in the past attendees have been issued with tickets.

Exhibition areas: Stalls are located in three main areas of the school building: Reception, the Main Hall (Refectory) and the Performance Hall. While the Main Hall is traditionally most popular, we used the Performance Hall for the first time in 2016 and it worked extremely well. This year we removing the seating area in the Performance hall to create a far bigger and exciting space! We will notify you about your stall location in November.

Stall fees: Here are the stall charges for 2018. Payment will be requested if your application is successful and will be required within two weeks. Payment can be made by bank transfer or cheque. Details will be provided in your confirmation email.

Please note that your stall is not confirmed until payment is received.

The charges for stalls are:

Standard Stall - 6ft x 2ft table or similar & chairs provided by the school	£35
Standard Plus Stall - 6ft x 2ft table + space for a side table 3x2ft max	£50
Large Stall - 6ft x 2ft table + space for a hanging rail max. 4ft long	£55

This policy is intended to be fair to all stallholders, especially those who have paid for extra space. Stallholders must only use their allocated pitch space. Seating or product storage must not be placed into communal areas such as the visitor walkways.

If you extend beyond your allocated space we will require further payment on the day.

Facilities: Some stall locations do not have access to electricity or wall space, so please be clear about your location requirements on the booking form and we will do our best to accommodate them.

Portable Appliance Test Certificate (PAT): **Portable Appliance Test Certificates are required for all electrical equipment** (including extension cables) used by exhibitors at events to ensure all equipment is safe. If your equipment is less than 12 months old we do not require a PAT test certificate but will need to see proof of purchase. We will not have facilities at the event to PAT test your equipment, so without a valid certificate, or an in date PAT test sticker on your equipment, or proof of purchase/warranty, an electrical item will not be allowed to be used. All leads must be made safe and are not allowed to be obstructing walkways. You may prefer to use battery operated fairy lights, for example, for which no PAT test is required.

For health and safety reasons, **no stock should be placed on the floor in front of your table**, you will be asked to remove anything that might cause a hazard. Positions are allocated in order of receipt of payment and the organisers reserve the right to make the final decision. You will be notified if your requirements cannot be met.

The school's safety officer will be on site to check that all stallholders are complying with safety regulations. Stallholders must notify the event organisers as soon as they become aware of any health and safety issues or hazards that may have arisen at the Christmas Market. **Langley Park School for Boys reserves the right to refuse the use of electrical equipment - or any stall item - which does not comply with safety regulations.**

Liability: The Friends of Langley Park School for Boys will not be liable for any loss or damage or claim suffered by the stallholder or its agents or employees.

Insurance: We require all stallholders to have Public Liability Insurance in place and we may request a copy of your insurance with your payment.

It is your responsibility to ensure that if you are a professional stallholder you have your own public liability insurance.

The Friends of LPBS public liability insurance covers **non-professional** stallholders only. Please contact us if you are in any doubt about this issue.

Cancellation Policy: Cancellations will be refunded in full up to four weeks before the event. A 50% refund will be made up to two weeks before. No refunds are possible on or after Sunday 18th November 2018.

No compensation will be given in the event of poor attendance or sales, or any circumstances outside our control.

In the unlikely event of the Christmas Market being cancelled, pre-payments will be refunded in full.

Restrictions: We try to present a good range of items for sale. We limit the number of stalls in each category, e.g. jewellery, cards, artists, flowers, etc, to ensure a good retail mix and avoid excessive duplication. We therefore reserve the right to turn down applications if we already have sufficient stalls with a similar offering. We respectfully ask exhibitors who, for example, have not applied as a jewellery trader to refrain from selling jewellery.

We prioritise applications from people who produce their own handmade items.

Franchises are low priority and we will accept only one representative of each.

Selling of food: We do not accept any applications from caterers as we provide our own catering. If you are selling food items (eg jam, chutney, etc), you must hold the necessary licenses and certificates to sell food to the public.

Photos: To help us allocate spaces and achieve an interesting layout on the day please send a couple of photos of your goods or website link to craftfair@lpbs.org.uk with your booking form.

Publicity: The event will be widely publicised on social media, community websites, across the local community, local newspapers, and to the school community. You can find us on Facebook www.facebook.com/TheFriendsofLPBS and on Twitter [@LPBSFriends](https://twitter.com/LPBSFriends).

Refreshments: Food, snacks, hot & cold beverages will be available all day. We offer a food delivery service to ensure your stall is not left unattended.

Wifi and mobile phone signals: Please note that mobile signals can be patchy in the school building. We will supply the Wifi password on the day.

Behaviour: Our Christmas Market is a friendly, community event, organised by volunteers. We reserve the right to ask any stallholder or customer who behaves inappropriately to leave the site.

Smoking: Please note that smoking and vaping are not allowed anywhere on the school site.

Further info: If you have any questions or queries please contact us on: craftfair@lpbs.org.uk

NB: By accepting your place at the Fair, you are accepting the terms and conditions contained in this document.

We're looking forward to seeing you at our 32nd Fair!