



Exmouth Christmas Fayre 2018 **The Strand, Exmouth, Saturday 8th December, 9.00am – 3.30pm**

Thank you for your interest in our event. Please note the following to ensure you comply fully with the event booking process and to avoid any misunderstanding or disappointment on the day.

Event Information

Exmouth Christmas Fayre is organised by Exmouth Town Council with the aim of creating a festive family-oriented event in the run up to Christmas. We are looking for traders who will sell traditional festive gifts, local produce and hand-crafted wares to inspire visitors and residents alike to “shop local” and support the wealth of small businesses and producers from Exmouth and the surrounding area.

We aim to present a good balance of stalls at the event, including homemade, handcrafted, locally produced, bought-in goods, charity/community groups. We operate a fair-trading policy at our events and may, at the Council’s discretion, need to limit the number of each type of stall that is able to attend.

Trading Information

All pitches are assumed to be 3m x 3m in size unless otherwise requested and are priced below on this assumption. If you require a larger pitch than this, please indicate your requirements on the application form and we will try to accommodate your request.

- **Traders must provide their own gazebo, tables and chairs etc.**
- Good conduct, appropriate behaviour and common courtesy are expected from all event participants and non-compliance may result in removal from the site. Please respect those around you.
- Stallholders must keep their stall/pitch clean and tidy and take their litter away with them at the end of the event. There will be no commercial waste facilities.
- There will be no electricity, unless by prior arrangement with the Town Council.
- Gazebos must be fit for purpose and will need to be adequately secured or weighted (5L water containers filled with sand or water are a cheap alternative to weights). The Strand can get very windy and a flimsy pop up tent is likely to sustain damage and cause a risk to the public. If your structure looks unsafe or unsuitable you will be asked to cease operations and pack up.
- Power generators can be used on site but please make sure these are small, non-smoky and quiet. **Note that the use of petrol generators is prohibited. The refuelling of generators at the Fayre is also prohibited.**
- Given the size of the venue and safety issues we are not be able to accommodate large vehicles or trailers.



- All stallholders must take full responsibility for the safety of their stalls and must have adequate public liability insurance.

Stall Applications

Applications for trading stalls are open until Monday 19th November 2018. Only applications within this period will be accepted and we will aim to allocate all the stalls by Friday 30th November 2018.

| Stall Prices | | Price per Pitch, Stall, Gazebo or Set-Up | 3m x 3m Pitch Only Bring your own Gazebo  |
|-------------------------------|-----------------|--|--|
| Handmade Crafts and Gifts | | £50 | |
| Local Produce / Edible Goods | | £50 | |
| Bought in Goods | | £50 | |
| <i>Community Group</i> | | £25 | |
| <i>Promotional Stand</i> | | £25 | |
| <i>Registered Charity</i> | Local | £25 | |
| | National | £50 | |

Stall pitches must be paid for before 30th November 2018. Invoices will be sent once the booking is confirmed.

Allocation of Pitches

Demand for stall space is likely to be high so it may not be possible to accommodate all applications. Once applications have been received, they will be categorized by type and assessed fairly by the Town Council. The Council's aim is to create an event which complements the fixed business offer in The Strand, provides diversity of consumer choice, and is in keeping with a Christmas Fayre. Bric-a-brac stalls will not be permitted and there is a very limited need for food and drink stalls. Pitches will therefore be allocated by the Town Council based on product type, space and power requirements.

You will be notified of the status of your application by close of play on 30th November 2018 at the latest. All successful applicants will be required to complete a simple risk assessment for their stall and



supply a copy of their Public Liability Insurance as a precondition to accepting a stall pitch offer. If you are not allocated a space, you will be notified by email and placed on a waiting list. As places become available, you will be contacted by email.

Street Trading Consent

Exmouth Town Council will be applying to East Devon District Council for block consent. Each successful trader attending the event must complete a Trader's form and supply a photograph of their trading unit in order to comply with East Devon District Council's Street Trading legislation. These forms and photographs will need to either be sent in with your application or upon confirmation that you have been allocated a pitch.

An eco-friendly Fayre

We are aiming for an eco-friendly event and ask that stallholders who are selling edible goods use only paper containers and wooden implements at the Christmas Fayre – no plastic please!

Setting up and closing down at the event

The Fayre opens at 9.00am and closes at 3.30pm. A pitch plan will be made available in the week prior to the event and pitch location is not negotiable. Stall holders will also be sent instructions for loading and unloading. Timed slots may be provided to avoid congestion in the area and stall holders are requested to unload, park off site and then return to set up the stall.

Food Safety

All stallholders wishing to sell edible goods must comply with the food safety guidelines provided by East Devon District Council and must take full responsibility for the safety of their stalls. Evidence of a current Food Hygiene Rating Scheme score of at least 3 is a contingent requirement of East Devon District Council's Street Trading Licence.

Gas Appliances

We are asked each year about safety guidance for gas appliances. We do permit the use of gas appliances, but it is essential that you notify us of their use in the space provided on the application form. **Please note that the use of petrol generators at the Fayre is prohibited.**

Offsite Parking

During the event vehicles should be parked off site. For information about local street parking and car parks, please visit <http://eastdevon.gov.uk/parking/car-park-locations-and-information/> . Information about the nearest pay and display car parks will be provided to successful stall applicants.



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The Council's decision on all matters is final but we hope that by working together we can create an enjoyable event experience for all and a profitable and successful trading opportunity for our stallholders.

If you have any further questions about stalls then please contact reception@exmouth.gov.uk .