

Booking Form

YOUR DETAILS

Name	
Company Name (if applicable)	
Type of product	
Address	
Email	
Home Phone	
Mobile	

YOUR PITCH

	Type of display	Number required	Fees
Pitch requirements	Small (max 3ft) £5		£
	Standard (5ft) £10		£
	Large (max 8ft) £15 (must bring own table)		£
		Total fees:	£

I will be bringing my own table OR I wish to use one of the venue's tables
 (Please indicate size in the box below)

I require access to an electric socket

Any other preferences or requirements you'd like us to know about:
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YOUR PAYMENT

Payment of stall fees is required at the time of booking. This is to ensure a good range and balance of products on offer and avoid non-attendance. Payment should be included with the booking form - or sent within 7 days of booking if the form is completed electronically. Pitches are only guaranteed on receipt of payment, so do bear in mind that spaces for popular products such as cards, jewellery and cosmetics, may book up quickly.

All payments should be received by Monday 5th November and can be made by cash, cheque or BACS.

Cash – enclose with your booking form

Cheque – payable to Headley Park Church, as they process all monies and send to the charity.

BACS – Sort Code: 40-47-25 Account no: 11664859
Please label with your name as the reference

If you have any queries or problems with payment, get in touch with the booking co-ordinator, Eleanor Hodges.

Please complete and sign below to confirm your booking:

Name	
Total Fees	£

I enclose payment now

I will be forwarding payment within 7 days

I made payment by BACS on:

(date)

(Cheques made payable
to Headley Park Church)

I would like the organisers to keep my name and email address (or telephone number if I didn't supply an email address) in order to be informed of future events.

Signed:

Date:

Bookings should be sent to:

Eleanor Hodges
38 Brooklyn Road,
Bedminster Down,
Bristol
BS13 7LA

or hpcmarkets@gmail.com

Please also read the terms on the following page...

Terms for stallholders and businesses

(Or 'The keys to a happy market'!)

- Please return payment with your booking form and by the deadline stated on the form. No booking is guaranteed until payment is received. Equally, once fees have been received and processed by the venue, they are non-refundable.
- Be clear about your requirements at the time of booking as it is likely we'll be unable to accommodate them at the last minute. This includes if you would like to be placed near someone else you know is exhibiting, or need a particular amount of space around your stall, for example.
- In order to avoid having too many stalls selling similar products together, please be as comprehensive and specific as possible on the booking form about what you are selling. This will help us with allocating pitches and maximise potential for sales for every stallholder. We will never have more than one seller of each of the main direct sales companies.
- NB: Pitches are allocated prior to the event and cannot be changed on the night. Stalls are also not transferable - that is to say, if you are unable to attend you may send someone to run your stall, but your pitch cannot be added to another stallholder's. Last minute changes have caused unnecessary difficulties and additional stress in previous years.
- If you find in advance you are unable to attend, please let the co-ordinator know as soon as possible. This will enable us to use all the pitches available and maintain a quality event.
- On the night, if you are not able to attend or are delayed, again please inform the co-ordinator on the mobile number 07789 731630. This enables us to either avoid empty tables or gaps where stallholders don't appear, or be ready to help you set up in time for the event start.
- The hall is available for set up from 5.30pm onwards, not usually before. There is a car park on site, with an area where you will be able to park while unloading. Please follow the stewards' direction when you arrive through the gate, they will also show you to your final parking space once you have unloaded.
- At the end of the event, please leave your pitch as you found it. There will be bins available to dispose of any rubbish.

Other hints and tips

There is a corner shop and fish and chip shop across the road from the venue if you need to eat before the event. We will also offer all stallholders a hot or cold drink and piece of cake during the event.

Feel free to publicise the event among your own contacts. We have fliers and posters available on request and you can post a link to the Church's website www.headleyparkchurch.org.uk, where all the event information will also be available. We may even be able to provide graphics to be inserted into a blog or website if you're technologically whizzy like that!