



WITCHFEST MARKET



Witchfest

BM Artemis

London

WC1N 3XX

Email: coacentral@witchcraft.org

Web: www.witchcraft.org

0203 303 3290

18-Jan-18

Trader's information – Witchfest Market 2018

Dear Trader,

Thank you for your request for information about booking a stall at Witchfest Market in Reading on Saturday the 3rd of November 2018.

Stalls will be allocated on a first come first served basis within your trading category, it is important to fill out the form carefully summarising your products. Please ensure you return the completed form promptly including **copy of traders insurance** plus payment by Cheque as we cannot reserve any stalls without these details! We are asking that all stall traders donate a small prize to the raffle. If you are a full, or a gold member of the Children of Artemis you are entitled to a discount on the price of a stall – please be sure to include your membership number on the form.

Please note that each stall hall trader is allocated a total space of 6ft x 5ft including seating for the stallholder; the tables provided are 6ft x 2ft 6ins. In the stall hall custom stalls must have prior agreement in writing. For health and safety reasons we cannot permit people to obstruct walkways with lights or stands of any description.

We anticipate the loading-in time for stallholders will begin at approximately 8am, and must be completed by 9:45am. Trading will start when the doors open at 10:00am and trading will cease at 5:30pm. Further details will be sent with your confirmation letter including: directions to Rivermead Leisure Centre and all the information for the day. Your stall allocations will be given to you on the day. If you have any questions, please do not hesitate to contact us at the address or phone number on the booking form.

There is plenty of parking in the venue, including parking for high-top vans for a very small fee.

If your stall booking is accepted, you will be sent a confirmation letter. Only traders who have received this confirmation have a stall booking, so please ensure you have your acceptance letter before attending the event. If you have not been accepted, you will receive a letter stating you are being placed on the cancellation list.

We want a pleasant event for everyone, so please be patient and understanding, any trader who is aggressive or unreasonable with our visitors, venue or volunteer staff will not be considered for future events. We will do our best to answer your requests for power or wall spaces, but please bear in mind that these are strictly limited, so we ask that you only make such a request if there is no other way for your stall to function.

We hope you are looking forward to this event as much as we are and look forward to meeting you all there.

Bright Blessings

Merlyn

The Witchfest Team

Witchfest Market

Traders Product List

Trading Name:

Contact Name:

Requirements (eg: power or wall space):

Product List

ALL product types to be sold must be listed to minimise clashes with other traders. **Please note** that you cannot sell product types that are not listed on this form at Witchfest. For safety reasons any form of blade must be sold well wrapped, preferably in a sealed box.

Witchfest Market Stall Booking Form Sat 3rd Nov 2018

Single stall (Stall Hall)

Full CoA Member's price - £75

Non-Member's price - £80

<input type="checkbox"/>
<input type="checkbox"/>

Double stall (Stall Hall)

Full CoA Member's price - £150

Non-Member's price - £160

<input type="checkbox"/>
<input type="checkbox"/>

Triple stall (Stall Hall)

Full CoA Member's price - £240

Non-Member's price - £255

<input type="checkbox"/>
<input type="checkbox"/>

Please note that divination is not permitted on these healing stalls.

CoA Membership No: (if appropriate) _____

Trading Name: _____

Product Type(s): _____

Names of stallholder and staff: _____

A maximum of 2 staff are permitted for a single stall and 4 for a double stall including you, all of the names of stall staff must be noted on this form. All stallholders and their staff will be provided with security wristbands, which must be worn at all times within the venue. The wristbands are the responsibility of the trader and will not be replaced if lost, additional wristbands may be available at additional cost at the organiser's discretion.

Address: _____

Post Code: _____

Telephone no: _____

Email Address: _____

Raffle Prize you wish to donate: _____

I enclose a cheque for _____

*(Please make cheques payable to **The Children of Artemis**)*

I have read and understood the Witchfest terms and conditions on the reverse of the letter and agree to abide by them. I accept that no live animals (except guide dogs), cameras, videos, or any other recording devices are permitted at this event.

Signature: _____

Please see second sheet for terms and conditions

Please complete the form and send with a cheque and SAE to: **Witchfest, BM Artemis, London, WC1N 3XX**

Terms and Conditions

- *This stall booking is a license for the exclusive use of the named trader and their business for the purposes of selling the items, goods or services indicated on the booking form. The stallholder may not advertise or sell any other goods or services, or permit any other person or business to do so, without seeking prior written permission from the Children of Artemis.*
- *To prevent litter within the venue, no unsolicited leaflets should be distributed anywhere within the building or grounds. Only leaflets advertising your own business, products or services can be placed on your stall without gaining the explicit permission of the Witchfest Organisers.*
- *Traders must have adequate insurance including Public Liability insurance*
- *The Children of Artemis (by its Agents and / or Witchfest Organisers) reserves the right to cancel any booking and /or refuse admission without notice. In such cases a full refund of booking / admission fee will be made. The Children of Artemis (by its Agents and / or Witchfest Organisers) does not accept responsibility for any losses, costs or expenses which may result from such cancellation or refusal.*
- *Witchfest stall bookings are not transferable and the fee paid is not refundable except in the case of the cancellation of the event.*
- *The Children of Artemis (by its Agents and / or Witchfest Organisers) reserve the right to refuse, at its absolute discretion, any application.*
- *The Children of Artemis (by its Agents and / or Witchfest Organisers) does not guarantee that it will be able to provide any equipment or fulfil any stall location preference expressed on application.*
- *The Children of Artemis (by its Agents and / or Witchfest Organisers) does not guarantee any minimum number of visitors to the event and does not accept responsibility for any losses, costs or expenses whatsoever which may result from poor attendance at the event.*
- *The Children of Artemis (by its Agents and / or Witchfest Organisers) reserves the right to alter/cancel the date/venue/programme/terms and conditions applying to the event without notice; in such cases a full refund of booking fee will be offered.*
- *The Children of Artemis (by its Agents and / or Witchfest Organisers) does not accept responsibility for any losses, costs or expenses whatsoever which may result from any alteration/cancellation of the date/venue/programme/terms and conditions applicable to the event.*
- *For the safety of all our visitors, stall holders and staff, all fire, health and safety regulations in force at the venue must be obeyed at all times, failure to do so will result in expulsion from the event without refund of any booking fee.*
- *No live animals are permitted in the venue (excluding guide dogs).*
- *No cameras, video recorders, digital cameras, tape recording or any similar recording devices (visual or aural) are permitted within the venue at any time. The attempted use of such a device will result in expulsion from the event without refund of any booking fee.*
- *No naked flame is permitted at any time within the designated trading areas at the venue: this includes candle flames, and oil lamps. Incense may be permitted at the absolute discretion of the Witchfest Organisers.*
- *No smoking is permitted within the trading area and many other parts of the venue. Compliance with these restrictions is necessary for safety reasons and for the comfort of non-smokers. At the discretion of the venue management smoking is permitted in the corridors and some of the bars at the venue.*
- *Failure to co-operate with the security, venue staff, or Witchfest Organisers will result in expulsion from the event without refund of any booking fee.*
- *Unruly or inconsiderate behaviour will result in expulsion from the event without refund of any booking fee.*
- *Traders must at their own expense make good any damage caused to the premises or any items of equipment supplied by the venue management together with any expenses incurred by the venue management as a consequence of any such damage.*
- *The breach of any of the above terms and conditions will invalidate the booking with immediate effect and may result in expulsion from the event without refund of any booking fee.*