

**Urban Green Fair**  
**Sunday 4th September 2011.**  
**Brockwell Park, South London.**  
**STALL APPLICATION FORM**

(NB: The deadline for applications is 21<sup>st</sup> August after which there is a 20% surcharge, and we reserve the right not to accept any more bookings after this date.)

Dear Stallholder/Campaigner,

This year brings the fifth of many future urban green events, following thoroughly successful festivals in 2007, 2008, 2009 and 2010. We are pleased to be able to offer you the chance to be involved in the Urban Green Fair again, which showcases green issues whilst encouraging people to learn and have fun!

We will be presenting several eco-zones, including Climate Change & Energy Transition, Food and Garden, Health and Healing, Kids, Social Justice, Sustainable Transport, Building and Technology and a general Market place, - many environmental displays, children's activities and numerous workshops in the beautiful setting of Brockwell Park, south London, scene of many successful events in the past.....

The event is organised by the Urban Green Fair Community Interest Company, which consists of local residents and experienced event organisers, We anticipate around 10,000 beautiful people over the course of the day, all of whom will need feeding and watering, plus many of whom will be interested in craft and ethnic goods, and especially environmental products for purchase. Our health and healing zone will also welcome those seeking various therapeutic services.

We will be offering discounts for early booking, and a further discount if you can prove your green credentials by using a green energy company. The food stall price includes a litter bond, which will be returned when you leave providing your pitch is clean and tidy.

This will be a Green Fair encouraging people to change their energy habits. As organisers and stall holders we have to walk the talk, consequently we will not allow any diesel or petrol generators on site. Gas only must be used for cooking or powering of fridge / freezer units. All other power must be generated using renewable energy. There will be a price reduction if you use a renewable energy company at home or in business.

Please fill in the attached form, and the questionnaire, and we look forward to seeing you there.

The Urban Green Fair Community Interest Company, registered address: 73 Brailsford Road, Brixton SW2 2TB



## The Urban Green Fair Stalls booking form.

Brockwell Park, Lambeth – Sunday 4<sup>th</sup> September 2011

Trading Name:					
Own Name:					
Address:					
Postcode:			Telephone:		
Business/Mobile:			E-mail:		
<u>Circle actual size of pitch required:</u>  Include towbars/ barbeques / serving hatches / tables / chairs menu boards Width:  Depth:	Type	Total frontage required.  Discount 10% for early bookings before 16 <sup>th</sup> June			
		3m	4m	5m	6m
	General & Craft	£150	£170	£200	£230
	Catering - Meals			£ 400	£450
	Catering - Tea & Cake	£150	£170	£200	
	Campaign / fundraising	£75	£100		
	Campaign/ information	£45	£70	£90	
	Massage / Healing	£75	£85	£100	

- It is vital for site planning that you give the actual frontage of your stall plus barbeques, hatches, displays etc. If your pitch size is not shown please contact us for a price.

- If your pitch fee is £70 or above, to receive a further £10 discount please enclose your domestic energy bill from a renewable energy supplier, (Good Energy, Green Energy or Ecotricity). You can sign up with a renewable energy company from our website [www.urbangreenfair.org](http://www.urbangreenfair.org)
- The catering stall price includes a £20 Litter Bond. The Litter Bond will be refunded when your stall space is verified clean after the event.
- All payments must be received by 21st August Any booking made after 21<sup>st</sup> August will incur a 20% late booking charge. Cheques must be made payable to 'The Urban Green Fair'.

How does your stall fit with the principles of the Urban Green Fair? (Please write below)

Do you use organic ingredients (if a food stall)? YES / NO

Do you use environmentally sustainable products when making your goods? YES / NO

Do you have a preference as to which 'zone' you trade in? At the moment these are: Climate Change & Energy Transition, Food and Garden, Health and Healing, Kids, Social Justice, Sustainable Transport, Building and Technology and a general Market place. If so, please specify here:

Do you need tables (£10 each to hire with £20 deposit), chairs (£5 each to hire, £5 deposit) or a fire extinguisher for hot food stalls (£15 with £20 deposit).

.....Tables                      .....Chairs                      ..... Fire extinguisher (hot food only)

Caterers must be registered with their local authority and hold Food Hygiene certificates and Public Liability Insurance. Please enclose copies of certificates.

Local Authority with which you are registered.....

Circle if you like information about advertising in the programme or website? YES / NO

Please check that that the information you have given is correct and that you have read the enclosed Terms and Conditions.

Sign and print your name below.

Signed..... Name.....

Trading name .....

Date .....

# Urban Green Fair

## Stallholder Terms & Conditions

It is ESSENTIAL that you read and agree with these Terms & Conditions before proceeding with your booking.

### 1) Sustainability

The aim of the Urban Green Fair is to educate and encourage sustainable behaviour. Goods or services sold must reflect this. Goods that are excessively packaged, disposable or encourage unsustainable behaviour will not be allowed. Polystyrene plates and cups are banned, pottery mugs on a 50p deposit are encouraged with a £10 stall price reduction.

UGFCIC reserves the right to determine the eligibility of an applicant to participate as a stallholder.

### 2) Energy

There will be no energy supply available for stallholders on the day. Gas power is acceptable for cooking food only. Generators will not be allowed. If you need to power your stall, it must be from renewable resources. The Fair is about encouraging and demonstrating renewable energy. Larger stall holders can enjoy a £10 price reduction if they produce a domestic/business electricity bill from a renewable energy company. See [www.urbangreenfair.org](http://www.urbangreenfair.org) to sign up.

### 3) Payment & Refunds

10% discount for payments made by 16<sup>th</sup> June.

All payments must be received by 21<sup>st</sup> August.

Any bookings made after 21<sup>st</sup> August will incur a 20% late booking charge.

All payments are strictly non-refundable, unless the event is cancelled.

The price does not include any power, stalls, tables or chairs unless requested. These must be supplied by the stallholder.

Payment should be made by cheque, payable to 'The Urban Green Fair CIC'

### 4) Insurance

All stallholders are strongly advised to take out appropriate Public, Product & Employer's Liability insurance. This can be obtained from the National Market Trader's Federation from £72 per year (08457 221100).

### 5) Location

The Urban Green Fair Steering Group will allot the stalls on a 'first come first served' basis, and we reserve the right to allocate to the stall holder a location / space configuration other than the one originally expected.

Stalls have allocated positions and stallholders must stay within their allocated spaces. Stalls must not encroach on walkways as this presents a Health & Safety risk.

## 6) Parking

ONE stall holder vehicle may be parked behind the stall, but only one vehicle per stall is allowed. Please phone if you need assistance with this.

## 7) Access times

Stalls must be set up by 11am. However, cars can only access the site from 8.00am until 11.00am. Absolutely NO CARS will be allowed on site after this time. Stallholders can dismantle their stalls from 7pm onwards – however no cars will be able to move on site until 8pm.

## 10) Appearance of Stalls

We rely on you to contribute to the general impression with colourful cloths and displays. The content of the material you exhibit is your responsibility, but as organisers of the event we have to reserve the right to prohibit the display of merchandise and material, which we consider may be illegal or inappropriate, or which does not conform to our policies.

## 11) Weather

Please consider well in advance of the day if you are unable to trade in continuous wet or windy weather. No refunds will be given if you are unable to trade due to weather conditions on the day.

## 12) Fly Pitching

Fly pitching (the selling of goods from an unauthorised stall) will not be permitted under any circumstances. Fly pitchers should be reported to site security who will remove them from the site.

## 13) Cleaning

The area around your stall must be left in a clean and tidy manner. Stallholders are responsible for their own area. Food stalls please note that you have paid a litter deposit, which will be returned after your area is deemed clean and tidy.

## 14) Waste

Stallholders are expected to minimise the amount of waste they produce and to use the recycling facilities provided.

## 16) Food

Any outlet selling tea or coffee may only sell organic and Fairtrade tea and coffee.

Meat is allowed but only if it is organic.

**IF YOU ARE SELLING MEAT, WE REQUIRE THAT YOU DISPLAY INFORMATION AS TO ITS SOURCE AND ORGANIC CERTIFICATION.**

No electricity will be provided on the day so you will need to be able to refrigerate the meat without the use of electricity or using renewable electricity from your own source.

All hot food stalls must provide a fire extinguisher. All stalls selling refreshments **MUST** have a copy of their hygiene certificate available for inspection.

## 17) Alcohol

No stall may sell alcohol without the written permission of the festival organisers.

## 18) Water Provision

Water will be available from a standpipe and taps around the site. Anyone requiring water (including food stalls) must bring a suitable container that can be filled on site. You are advised to bring water with you if you can.

# The Urban Green Fair Stall Applications

<p>To discuss any stall inquiries preferably email to Mel Hook:</p> <p>stalls@urbangreenfair.org</p> <p>Mobile: 07967 222 998</p> <p>Please be aware this phone will only be answered during specific working hours – please note, if we are not available please email for further information or to be called back.</p>	<p>Please make your cheques payable to:</p> <p>'Urban Green Fair CIC'</p> <p>Please return your form and cheque to:</p> <p><b>Urban Green Fair Stalls</b> c/o: Flat 2, 82 Wyatt Park Road London SW2 3TP</p>
<p>The deadline for applications is 21<sup>st</sup> August after which there is a 20% surcharge, and we reserve the right not to accept any more bookings after this date.</p>	

Please note: we will not pass on your contact details to any other organisation.

**Information and a receipt confirming your stall space & all other paperwork will be sent in late August (concerning stall location, arrival times & parking).**