

WHITTLEBURY CHARITY SHOPPING FAIR

www.whittleburycharityfair.co.uk

secretary@whittleburycharityfair.co.uk

**THE ORANGERY & PAVILION, WHITTLEBURY PARK, WHITTLEBURY, NORTHANTS NN12 8WP
WEDNESDAY 27th SEPTEMBER (5-9PM) & THURSDAY 28th SEPTEMBER (9am–3.30pm)**

STALLHOLDER INFORMATION

Set up: From 10 am on Wednesday, the venue is all on the ground floor but please feel free to bring a trolley if you have one.

Directions : On the back of the invitation – see other attachment.

Shoppers: 800 approx, Please ensure you have enough stock.

Raffle Prize: **PLEASE GIVE YOUR RAFFLE PRIZE** to one of the committee at your earliest convenience but no later than 4pm on Wednesday.

Parking: Please park in the main car park when you arrive but we will be asking you to move your cars away from the main car park by 4.30pm on Wednesday and 8.30am on Thursday to allow visitors to park in the vicinity of the Orangery and The Pavilion.

Power : 1 socket will be provided if you have pre-booked. Bring your own extension lead if you require more than one socket. It is your responsibility to ensure that your own cables are taped to the floor.

Tables : Your pitch will have already been assigned and, where paid for, a table positioned for you. Please do not exceed the space allocated, or bring trestles larger than your plot size or you will be charged for the additional space. It is imperative that aisles are left clear for shoppers. Please be aware we are very strict about spreading outside your plot.

Insurance : You should ensure that you have your own insurance cover for loss or damage to your property and for public liability. Neither the members of the Whittlebury Charity Fair committee nor the Orangery & Pavilion, Whittlebury Park accept any liability for injury/loss or damage to you/your property either inside or outside Whittlebury Park.

Rubbish: You will be provided with a rubbish bag – please take all your rubbish with you.

Refreshments : One light supper will be provided on Wednesday evening. Tea and coffee available from 9am on Thursday. One packed lunch is provided. **If you require more than one supper or lunch, please let one of the committee (see email addresses & mobile numbers below) know by 13th September.** We cannot cater for any specific dietary requirements but food can be bought from the bar.

Departure : The fair ends at 3.30pm – please do not start to pack up before this time. Please put cash or cheques (for 10% of your takings) into the envelope provided on the day and hand to a committee member. **Please make cheques payable to Whittlebury Charity Fair. PLEASE DO NOT LEAVE WITHOUT PAYING.**

Please do not hesitate to contact a committee member if you have any queries or if you are delayed in arriving.

Sam Satchell samsatchell@btinternet.com; mobile: 07973 325358

Carolyn James chrisandcarolyn@hotmail.com; mobile: 07768 824144

Min Pumphrey min@thepumphreys.net mobile: 07971 217226

Laura Wade laurawade74@hotmail.co.uk mobile: 07932680690

Emma Danby emma.danby11@btinternet.com mobile: 07901827352