



Haslemere Charter Fair

Bank Holiday Monday 3rd May 2010

From: Ceri-Jane O'Hara, Keith Clayton & Julie Colan (Stallholder Secretaries),
Haslemere Visitor & Local Information Centre, at Haslemere Museum, 78 High Street, Haslemere, Surrey GU27 2LA
Email: haslemerevisitor@haslemere.com Tel: 07769 730304

PLEASE ENSURE THAT THE PERSON RESPONSIBLE FOR YOUR STALL ON THE DAY SEES THIS LETTER

January 2010

Dear Supporter

Haslemere Charter Fair will be held on the Mayday holiday, Monday 3rd May and once again we expect to fill the High Street to capacity with thousands of people spending lots of money and enjoying themselves. Dozens of organisations make lots of money at this event, and most certainly raise their overall profile, finding the day one of their most successful Public Relations exercises.

For those charities and businesses who have not attended before, we usually have upwards of 120 stallholders. Any charity may attend in order to raise their profile and to raise funds. Businesses are restricted to all types of crafts, plants, natural and unusual foods and other topics that the public will find interesting. Any business or individual who wishes to demonstrate their craft to the visitors during the day may enjoy a reduced booking fee (please contact me for further information).

Space is not a problem because we extend all the way from the Town Hall, right up past the Museum, and along West Street. An old fashioned fair-ground takes place in the car-park and Liphook Modellers usually bring their steam train and give rides. The organising team has already booked some great street entertainers and plenty of other attractions.

The booking form is self explanatory. The fees for the space are as follows:

£30 for Charitable Organisations, this fee includes one trestle table.

£70 for Commercial Organisations, this fee does not include a table.

We are able to supply tables to anyone who requires them at an additional cost of **£10.00 each**. You may wish to know that virtually all of the money collected in fees from stallholders is used in expenses organising the event. For example, a considerable sum is spent on street entertainment, the traffic signs, tables and chairs have to be hired, postage and stationery paid for and the list goes on. The object of the event is not only for everyone to enjoy themselves, **but also for local organisations to raise funds and promote themselves. Please note that the Charter Fair is entirely run by volunteers and as such should be treated with courtesy at all times.**

Would you please bear the following in mind:

INSURANCE: THE CHARTER FAIR COMMITTEE DOES NOT CARRY ANY INSURANCE FOR INDIVIDUAL STALLHOLDERS. IT IS IMPORTANT THAT ORGANISATIONS CHECK THEIR OWN INSURANCE COVERS THIRD PARTY/PUBLIC LIABILITY IN THE EVENT OF AN INCIDENT.

Chairman: Melanie Odell Secretary: Vicky Hughes (07714 321890),
Stall Holders: Ceri-Jane O'Hara, Keith Clayton and Julie Colan (07769 730304)
The Haslemere Charter Fair is organised for and on behalf of the Haslemere Town Council
www.charterfair.com

Haslemere Charter Fair

Bank Holiday Monday 3rd May 2010

STALL POSITION: For the 2010 Charter Fair the Committee has chosen a new stage and stall layout. There are many reasons behind this decision including:

- Flow of visitors;
- Reduce visitor congestion points;
- Better emergency access;
- To accommodate new stage and audience;
- To ensure that all stallholders have a fair and suitable position (whether first time or regular, charity or commercial).

TYPE OF STALL: It is our responsibility as committee members to ensure the Fair (and therefore stalls) offer value and interest to the visitors. Therefore we kindly ask you to share your plans for your stall on the enclosed booking form (charity stalls – should you require any ideas for your stall please contact us and we will be more than happy to assist and provide support if required).

STALL ALLOCATION: Confirmation of your space and stall position, as well as a receipt for your fee will be sent to you during the middle of April. **** Please note there will be a new stage and stall layout for 2010 therefore you may not have the pitch you have had in previous years. You will be informed of your pitch 2 weeks prior to the Fair. ****

START TIME: Access to your space will be available from 10.30am. Many 'customers' will be wandering around from about noon and it is suggested you are 'ready to do business' by then. The official opening of the Charter Fair will be at 1.30pm

CARS AND END OF FAIR ACTIVITY: Please note that all vehicles must be removed from the High Street and West Street before noon. Cars will not be allowed back into the High Street or West Street until it is entirely safe to do so. Unfortunately this may be as late as 6.00pm but it is better that some of us are inconvenienced rather than have anyone run over. There have been some very close misses in the past! **Please be patient with us and do not bring your cars back until permission has been given to do so. Please ensure all those involved are aware of this.**

Please ensure that your completed booking form and fee are returned to Ceri-Jane O'Hara by Friday 12th March. If you know of anyone else who would like a booking form please put them in touch. In the meantime I trust that once again we will all have a most successful and enjoyable day.

Yours Sincerely,

Ceri-Jane O'Hara
Haslemere Visitor & Local Information Centre

**** If you are no longer the contact for your organisation, we would be most grateful if you would pass this letter on to the correct person.***