

Hannahs at Seale-Hayne Christmas Fayre information guide for Stallholders

General Information

1. The Fayre will be open on Friday 15th and Saturday 16th November from 10am-5pm. There is a possibility that we will be running a media evening on the Friday, but we will keep you posted. There would be no extra charge for this but we are hoping that if this happens all stall holders will support the event.
2. You will be provided with name badges upon your arrival at Seale-Hayne on Friday morning. Please wear your badge at all times, which will help identify you to the stewards and caterers. You will also need to return your badge at the end of the day.
3. You can unload and set up between 2pm and 4.30pm on Thursday the 14th or from 7.30am on the 15th November; the car-parking stewards will show you to the unloading/parking area and a member of our team will show you to your pitch. Please ensure you are ready at 10am on the 15th November to welcome our first guests. Please let us know, on the booking form, which day you would like to set.
4. We will try our very best to accommodate everyone's requests and special requirements, but given the nature of the event, we cannot guarantee to fulfil all individual requirements, please email fayre@discoverhannahs.org if you have any queries
5. You must bring your own multi plugs if you are using electricity for your stall. If you are planning on using more than just one or two lights or larger electrical appliances please contact us as we need to be aware of electrical points and usage limits (we don't want to blow the fuses!)

Financial Information

1. Payment will be required once we have contacted you to confirm your stall place. We will get back to you within 10 days of receipt of your application.
2. By booking a stall you have agreed to make a donation of 10% of your gross takings. A member of the Hannahs team will be collecting donations and name badges at the end of Saturday 16th November. Please make any cheques payable to: DAME HANNAH ROGERS TRUST.
3. Dame Hannah Rogers Trust cannot accept any liability for any cheques/card payments taken by you for your goods, and not subsequently honoured.
4. Please note that due to the rural setting of our event some mobile credit card machines cannot get enough signal to process transactions. It is advisable to consider bringing manual card processing facilities if you wish to offer this payment option.
5. Please note that you will need to supply your own petty cash float.

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1. As I am sure you are aware you are required to arrange your own deliveries and we ask in the event that goods are to be ordered for Christmas that they are fulfilled on time.
2. Please ensure that all prices of goods are marked clearly and that suitable bags are provided.

Refreshments

1. Stallholders will be offered complimentary tea/coffee and soft drinks throughout the day, as long as badges are displayed. Food will also be available to purchase on the day from our Bistro. Alternatively you are welcome to bring your own refreshments.

Accommodation

1. Basic accommodation can be booked at a cost of £25 per room per night. Rooms sleep one person, a very limited number of double rooms are available at £40 per room per night, please request on booking.