

# The Biggar Little Festival 2023

A SMALL TOWN AT LARGE

## FESTIVAL FOOD AND CRAFT FAIR – APPLICATION FORM

Thank you for your interest in taking part in the Biggar Festival Fair on  
SUNDAY 22<sup>nd</sup> OCTOBER 2023.

The Biggar Little Festival Food and Craft Fair is a popular and integral part of The Biggar Day Out. It is open to community groups and organisations, local food specialists, small businesses with a creative interest, and individual artists and makers.

The venues are the Municipal Hall for general food and crafts stalls and St Mary's Hall, for stalls focussed on children's items and attractions.

### Registration

All prospective stallholders must complete and sign an Application Form. This year BLF is offering an listing in the program for each stall holder. To be included your application form will need to be returned by 15<sup>th</sup> of May alongside the full payment of £25. Early applications are encouraged to guarantee stall holder listing in the BLF program. Later applications may still be considered subject to available space.

## 2. STALL HOLDER APPLICATION FORM

*Please take time to read the accompanying notes before completing the following details.*

<b>Stall Holder: Essential Contact Information for BLF:</b> <i>The following information is essential for administration and will not appear in the Festival Programme.</i>	
Contact Name: Business name:  Address:  Tel: Email:	
Please give a brief description of the nature of your organisation or business. Are your items best placed in the kids's hall (St. Mary's hall)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are your products hand crafted and/or locally made?	

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Do you intend to offer demonstrations or taster sessions at the Fair? (If yes, please specify.)	
Will you require an electrical connection for your stall? Please indicate what this will be for e.g. lights.	
Please give any other information which might be relevant for the organisers.	

Payment by bank transfer to 'Biggar Little Festival' using account no 00732399, sort code 83-16-11 quoting your name as reference.  
Or by cheque payable to 'Biggar Little Festival' should be sent to Stephanie Whatley, 98 High Street, Biggar ML12 6DH,

Early applications are encouraged. **To guarantee stallholder listing in the BLF program, applications must be in by 15<sup>th</sup> May.** Later applications may still be considered subject to available space.

Please e-mail your completed form and images to Stephanie Whatley at [stephanie@biggarlittlefestival.com](mailto:stephanie@biggarlittlefestival.com)  
(Any questions please contact Stephanie through email or call 07563343216.)

Thank you for completing your application form for Biggar little Festival 2023.  
**By submitting this form I am confirming that I have read and accept the Terms and Conditions for participating in the 2023 Biggar Little Festival.**

**Completed by:**  
**Date:**

### TERMS AND CONDITIONS

#### Fees

The fee for a single stall (or equivalent display space) within the Fair is £25. Payments should be made by cheque payable to 'Biggar Little Festival' and enclosed with your application form or by electronic bank transfer to BLF account number 00732399, sort code 83 16 11. If we are unable to accommodate your application, your payment will be returned to you.

Stallholders with applications received and accepted by Monday 15 May will be listed in the BLF program.

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### Stalls

Stalls have a 6 foot frontage. A table and chair(s) will be provided. Please let us know in advance if you will require something different from this and we will try to assist.

### Access

The Municipal and St Mary's Hall will be open from 10am on Sunday 22nd of October to allow access for setting up your stall/display. The Hall will be open until 5.30pm for stalls/displays to be cleared.

### Electrical equipment

St Mary's and the Municipal Hall have a very limited number of electrical sockets available. If you require an electrical supply e.g. for lighting, you must let us know in advance on your Application Form. You will be responsible for providing any electrical equipment which you may need, and for ensuring that it is less than one year old or has been pat tested to comply with safety regulations.

### Trading Standards requirements

South Lanarkshire Council Trading Standards Officers regularly visit craft fairs held within their area and are happy to provide stall holders with advice and guidance on the relevant requirements.

### Public Liability Insurance

BLF is managed by a group of volunteer Trustees, as such we cannot provide Public Liability Insurance cover for any loss or damage for persons or property incurred by event organisers.

We strongly advise you to check with your host venue or your own insurance if using your home/business premises, to establish what insurance is provided and buy additional cover if required. BLF cannot be held responsible for any equipment, art work or persons loss, damage or injury as a result of a BLF performance, exhibition or event.

### Financial Loss

BLF cannot cover any financial loss incurred by an event organiser or host venue as the result of participation in the festival. BLF strongly recommends that event organisers consider seeking sponsorship/funding for their event if they feel there is a risk of financial loss.

### Health and Safety

Organisations and individuals organising events are responsible for ensuring that they meet Health and Safety requirements for their event(s) and need to be sure that they have thought about all possible risks and how to deal with them.

### Location

This year all general stalls will be in the Municipal Hall and St Mary's hall will be the Children and Families zone. If you have mainly produce or gifts for children please indicate that you would prefer St Mary's hall. Places are limited and priority will be given to locally made crafts and produce and applicants not taking part in any other Biggar Little Festival Events.

In response to feedback received in previous years, and to ensure that the Fair will offer the public a wide variety of goods for sale, the Festival Committee reserves the right to limit the number of stalls which will be available for any particular category of goods.

### Further information

Please contact Stephanie Whatley at [stephanie@biggarlittlefestival.com](mailto:stephanie@biggarlittlefestival.com) if you need any further information. Thanks for your co-operation – we're looking forward to your involvement in this year's Biggar Little Festival!