

Organised by:



Banbury Town Council

SUNDAY 4th OCTOBER



Kindly sponsored:-



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www.banbury.gov.uk

Dear Potential Trader

Booking has now opened for Banbury Canal Day 2009 due to take place on Sunday 4th October between 10.30am and 5pm. This year's theme is Ghosts & Ghouls, so plenty of imagination and we expect to see some fabulous costumes and decorated stalls.

Stalls

Stalls will be sited in the Castle Quay South Car Park. Unfortunately this year we cannot accept any rigs in the stall area. We have endeavoured to keep all stall costs to that of 2008. However, a covered stall is not obligatory; you are very welcome to reserve some space in the area between Tooley's Boatyard and the rear of Woolworths for your own gazebo/rig or table.

Please fill in your application form accordingly. Cheques should be made to Banbury Town Council and returned along with your risk assessment and copy of public liability. Applications cannot be processed until all paperwork has been received.

Food Vendors

Food vendors will be sited throughout the event. At this stage we cannot guarantee any specific location. Food vendor costs again have remained the same as 2008. We ask that you read the application form carefully to ensure all requirements are met. Ensure to fill in your rig size.

Please fill in your application form accordingly. Cheques should be made to Banbury Town Council and returned along with your risk assessment, copy of public liability and food hygiene certificate. Applications cannot be processed until all paperwork has been received.

To save the rain forests a booking form is not attached but this can be downloaded from our designated website www.banburycanalday.co.uk or www.banbury.gov.uk or call 01295 817314 to request a hard copy.

It is absolutely imperative that all exhibitors also read the terms and conditions on our web site and also download a risk assessment form for completion and retention by yourselves. Again please request hard copies from the office if you are not able to download them from our website. Please note that Banbury Town Council insurance does not cover stalls, stallholders or the area immediately around your stall therefore we strongly suggest you arrange your own public liability insurance cover for £5,000,000.

On the day those allocated a stall should report to Banbury Town Council staff from 7am onwards at the rear of the Castle Quay South Multi-storey car park which is well sign-posted. Anyone bringing their own equipment should report to the official at the rear of the bus station at 7.30am. No vehicles will be allowed on site after set-up and no free parking is being offered. No vehicles are allowed back onto the site until breakdown at 5.00pm.

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