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Dear May Fayre Supporter,

Wokingham May Fayre – Monday 7th May 2012 10.00am -5.00pm

Wokingham Lions Club will be organizing the bank holiday Wokingham May Fayre again this year and invite you to apply for a pitch/stall. The town centre will be closed to traffic and crowds in excess of 18,000 typically attend to enjoy our traditional mix of live entertainment, street shows and fayre attractions alongside well over one hundred charity, craft and trade stalls. If you would like to participate in this very successful event please complete the enclosed application form and send it with a large A5 (8 1/4" by 5 3/4") stamped, self addressed envelope and the appropriate fee to the contact address above. If you do not wish to participate on this occasion we would also be grateful if you could let us know so that we do not contact you unnecessarily.

Pitches/stalls are allocated on a first come basis and demand has in the past been very high, so a prompt reply is advisable, and, at the very latest, please ensure your application is received by the 31st March 2012. Late applications after that date incur a £5 surcharge. Where an e-mail address is provided your application will automatically be confirmed by e-mail, all other applications will only be acknowledged if a second SAE is enclosed with your application. Pitch/stall locations and final instructions will be sent out in mid April.

Each individual pitch measures a maximum 3 metres by 3 metres and you should bring your own tables, chairs, cover and any other items you require to enable you to operate your stall. Gazebos etc. must be weighted down.

Please note that our Terms and Conditions have changed slightly and please refer to section 2.8 regarding risk assessments before you send in your application. I am also sending a guidance document regarding risk assessments and food hygiene.

Please ensure that you state the type of activity / goods on your pitch/stall so that we can avoid having similar stalls next to each other. As always, the arrangement for any power appropriate to your particular stall will need to be arranged and managed by you.

We welcome the participation of new stallholders and encourage you to circulate details of this event to fellow stallholders and attendees. Further details and all May Fayre enquiries should be forwarded to the above e-mail address.

We look forward to receiving your early application and to welcoming you to our May Fayre.

Yours sincerely,

Debbie Slay
Wokingham Lions Club