

The Teddington

Dragon Boat Challenge

Saturday 20 September 2008, 10.00am – 4.00pm
River Thames & Manor Road Recreation Ground, Teddington

Join in the fun of the 2008 Dragon Boat Challenge where we are expecting more than 10 teams and their families to take part in a fun and exciting day on the River Thames. Alongside the dragon boat racing will be food and drink stalls, craft and community stalls, fairground rides and children's entertainment.

A limited number of 3m x 3m stand spaces for art, craft and community stalls are available in the Manor Road Recreation Ground at £40.00 (£30.00 for registered charities) for the day. To reserve your space please complete the standing booking form below and return it together with payment as soon as possible. Further instructions including setting up arrangements will be forwarded upon receipt of your booking form.



2008 TEDDINGTON DRAGON BOAT CHALLENGE
Saturday 20 September 2008, Manor Road Recreation Ground

STAND BOOKING FORM

Title: Mr/Mrs/Ms/Miss	
Surname:	First Name:
Organisation:	
Address:	
	Postcode:
Home Phone Number:	
Mobile Number:	
Email Address:	
Product/Service:	

	Cost £
I wish to book _____ (no. of spaces) at the Teddington Dragon Boat Challenge @ £40.00 each (£30.00 for registered charities)	
TOTAL PAYMENT ENCLOSED:	£

Please complete this form and return with your payment made payable to **I. VAN DER WEIDE** to:

Ingrid van der Weide
Event Manager
Teddington Dragon Boat Challenge
c/- 4 Michelham Gardens
Twickenham Middlesex TW1 4SB

NOTES TO STALLHOLDERS

1. **Allotment of space.** Space will be allocated by the Event Organisers. Stallholders cannot be supplied with plans prior to allocation. Every endeavour will be made to meet the general wishes of stallholders with regard to position, without causing unfairness to others. The Event Organisers reserve the right to reject any proposed entry, or to cancel an entry without being required to give a reason.
2. **Confirmation of space reserved.** Applications for space will be confirmed by returning the booking form accompanied by a cheque, made payable to **I. VAN DER WEIDE**. Please allow 5 working days for cleared funds.
3. **Cancellation of space reserved.** Where an exhibitor cancels the space reserved for him for any reason, fees will be refunded until two weeks prior to the event. Within 14 days of the event all fees paid will be forfeited unless the space is re-let.
4. **Electricity.** There is no electricity available on site.
5. **Generators.** Generators are not permitted on site unless they form an integral part of an exhibition unit and therefore are not visible and do not cause annoyance to neighbouring exhibitors.
6. **Fire Precautions.** Fire precautions on stands are the responsibility of the exhibitor. Any exhibitor intending to use gas cylinders (e.g. Calor gas, propane, butane, helium, etc) on the day of the festival is to notify the event organisers at the time of the booking. No open fires will be permitted.
7. **Rubbish:** Stallholders are responsible for removing all rubbish generated by their stall.
8. **Arrival & Departure.** The festival grounds will be open from 7.30am on the day of the event and stallholders should have their stands arranged in proper order by 10.00am and may not dismantle before 4.00pm
9. **Deliveries.** All stallholders will be required to move their vehicles from the festival grounds by 9.30am on the day of the event. Goods arriving after 9.30am must be carried by foot to the grounds.
10. **Insurance.** All stallholders are responsible for ensuring that they have the appropriate insurances to cover their activities on the day of the event as their activities will not be covered by the site owner, or the Event Organiser's insurances.
11. **Security.** The Event Organisers will not be responsible under any circumstances for the safe keeping of any article or item exhibited or brought into the festival by a stallholder.
12. **Undue Noise.** No stallholder will be allowed to shout or call attention to his goods or use any equipment that might cause annoyance to other stallholders. The selling of goods by auction is prohibited.
13. **Sale of Food and Drinks.** Stallholders, other than those applying for a catering pitch, are not permitted to sell liquid or other refreshments.
14. **Appeals, competitions, raffles, etc.** Organisations wishing to make appeals or run competitions must first write to obtain permission from the Event Organisers, but will NOT be allowed to make collections outside the limits of their stands.