



Event Information Booklet



**Organised by and all profits to
FARPLACE ANIMAL RESCUE**

**Your support of our festival directly
enables us to rescue animals like
Imp and Patty here who were
destined for slaughter and had a
history of being abused by a
previous owner.**

**They are now safe at Farplace and
will only ever be rehomed together
to a home as family members when
we find the right home.**

Charity No 1126812



Your event organisers are:

Kerri Turner - Head of Fundraising

Gail Crowe- Fundraising Assistant

Gareth Edwards - Chief Executive of Farplace Animal Rescue

To contact directly about our events our details are.

21-31 Park View

Whitley Bay

Newcastle upon Tyne

NE262TP

0191 2637644

Kerri - fundraising@farplace.org.uk

Gail - fundraisingassistant@farplace.org.uk

Terms and conditions

All stalls must sell and promote vegan products only. We ask you to try to avoid palm oil in products where alternatives are available.

All stalls are subject to organiser acceptance and must satisfy our ethical criteria. **Non-vegan businesses are welcome provided they only sell and promote vegan products and services on the day.** Any non-vegan products reported must be removed from sale immediately. Promotion of non-vegan food or animal cruelty of any kind will result in offenders being asked to leave. Products must not have been tested on animals.

No Nestle or Coca Cola products can be sold due to our ethical policy.

Invoices must be paid by a month before the event. A monthly email reminder will be sent out to all stalls who have not been marked as paid. Traders should let us know as soon as they can if they need to cancel their stall. Stalls cancelled within two weeks of the event would be expected to pay their stall fee, any traders who refuse to pay for a stall cancelled within two weeks of any event will not be allowed to trade at any further Farplace events.

No plastic will be allowed at the festival. Please look for vegware online for plastic alternatives.



www.vegware.com

Terms and conditions

Food stalls will have to have hygiene certificates and adequate insurance in place. All electrical items will need to have been PAT tested. No gas
We advise all stalls to get public liability 'events insurance'.

All potential stallholders should fill in the "Stall description" as well as possible, **we always try to limit the amount of each type of stall at our festivals** so that stallholders will not lose out due to too much competition. If you bring something to an event that is not included in your stall description you can be asked to remove that product from your stall and in extreme cases asked to leave the event.

Any potential stallholders needing electric who do not accurately fill out the electrical equipment needed section will not be granted any spaces as this information is needed to provide the venue ahead of time to plan electric distribution. If you are found to be bringing more equipment than you have told us, you will be bringing (or the kW usage of the equipment exceeds what you have told us it will use) you will not be given more plug sockets on the day

Stall types and goodie bags

A single stall is a standard 6ft table with at least one chair (some venues provide two)

Table cloths are not provided by Farplace but may sometimes be provided by the venue.



A double stall consists of two single stalls with at least two chair (more will be provided when more are available)



Our goodie bags are made up of donations we receive from vegan businesses and stallholders.

If you would like to contribute anything to the goodie bags you can bring the donations to the ticket desk before the start of the event or send them to our office;

Kerri Turner
21-31 Park View
Whitley Bay
Newcastle upon Tyne
NE262TP

Previous donations have included vouchers, small samples, leaflets



Paperwork

Stalls should send over relevant copies of paperwork so we have copies in case we are asked to provide them to the venue. This should be sent over as soon as bookings are confirmed but no later than 2 weeks before the event takes place.

The paperwork we need copies of are below and the types of stall required to send each type

Risk assessment – All stalls

Food hygiene – All stalls providing non-packaged food

PAT test records – All stalls bringing electric equipment where you cannot provide proof of purchase of the equipment within the last year

Proof of insurance – All stalls (some exceptions apply)

Alcohol Stalls- only allowed at some venues, email us to check.

We will require a **TENS NOTICE** and your **Personal License**

You need a licence to sell alcohol away from your usual alcohol trading premises for a special occasion, festivals, markets, and events.

Without these you will be unable to trade at our events.

Please apply in good time.

Load in information

Load in for Festivals is between 08:00-09:15, any stallholders not at the venue by 09:30 may lose their stall. For our Fairs and Markets load in time may vary but will be emailed out to you before the event.

Stallholders are also asked where necessary to bring something to place over the carpet to protect it.

Parking is not always provided by the venue and details of nearest car parks will be sent out closer to the time of the event.

We **do not provide extension leads** and most venues would not provide these either so stalls booked with electric will need to bring their own if they are needed.

VIP entry is at 10:00 and standard entry at 10:30. The events finish at 17:00 so stalls are asked not to load out until that time to be fair to the visitors arriving late. **Fairs start from 9am and end at 4pm.**

We will often have trolleys at the venue to help with load in but these are shared between all stallholders so we do recommend you bring your own if possible.

Sponsor/Marketing Packages

Standard Sponsorship (formerly bronze) £50

- Posting on the Facebook page and event page of the festival sponsored
- Single stall at the event sponsored
- One post in UK Vegan
- Section on the website of the event sponsored (small description, links to website)

Premier Sponsorship (formerly silver) £250

- Posting on the Facebook page and event page of the festival sponsored
- Double stall at the event sponsored
- Inclusion of promotional material in the VIP goodie bags
- Two posts in UK Vegan
- 10 mentions on social media sites with over? k following
- Section on the website of the event sponsored (small description, links to website)
- Newsletter mentions? k+ subscribers.

Elite Sponsorship (formerly gold) £500

- Posting on the Facebook page and event page of the festival sponsored, also included in the page cover photo
- Double stall in prime position of the event sponsored
- Inclusion of promotional material in the VIP goodie bags and included in event programme
- Four posts in UK Vegan
- Section on the website of the event sponsored
- 20 social media mentions reaching 150k followers.
- Your leaflets/samples included in our VIP bags
- Your logo on festival materials at event
- Newsletter mentions? k+ subscribers.



Brighton Vegan Festival

The Grand Hotel, Brighton

Sunday 11th December 2022 10am-4pm

<https://www.facebook.com/events/718966192513920>

COMMERCIAL ORGANISATION

Single 6ft / 2 metre stall £110

Additional table £100

NON-PROFIT ORGANISATION

Single 6ft / 2 metre stall £90

Additional table £80

ELECTRIC

Limited availability £30



Eggescliffe Vegan Fair

Eggescliffe Community Centre

Saturday 4th March 2023 10.30am-4pm

<https://www.facebook.com/events/402613942070558>

COMMERCIAL ORGANISATION

Single 6ft / 2 metre stall £50

Additional table £40

NON-PROFIT ORGANISATION

Single 6ft / 2 metre stall £30

Additional table £20

ELECTRIC

Limited availability £10



Irish Vegan Festival

Europa Hotel

Great Victoria St, Belfast BT2 7AP

Sunday 16th April 2023 10am-5pm

<https://www.facebook.com/events/3151827795031414>

COMMERCIAL ORGANISATION

Single 6ft / 2 metre stall £100

Additional table £90

NON-PROFIT ORGANISATION

Single 6ft / 2 metre stall £70

Additional table £60

ELECTRIC

Is available for £30 per socket



Scottish Vegan Festival

Corn Exchange, 11 New Market Rd, Edinburgh EH14 1RJ

Sunday 2nd April 2023, 10am-5pm

<https://fb.me/e/16gdNWCZz>

COMMERCIAL ORGANISATION

Single 6ft / 2 metre stall £100

Additional table £90

NON-PROFIT ORGANISATION

Single 6ft / 2 metre stall £70

Additional table £60

ELECTRIC

Is available for £30 per socket



Morecambe Vegan Fair

**The Platform, Old Station Buildings, Marine Road West, Morecambe, LA4
4DB**

Sunday 4th June 2023, 10am-4pm.

<https://www.facebook.com/events/503515688488531>

COMMERCIAL ORGANISATION

Single 6ft / 2 metre stall £60

Additional table £50

NON-PROFIT ORGANISATION

Single 6ft / 2 metre stall £50

Additional table £40

ELECTRIC

Limited availability £30



Welsh Vegan Festival

Tramshed, Cardiff, CF11 6QP

Sunday 20th August 2023, 10am-5pm.

COMMERCIAL ORGANISATION

Single 6ft / 2 metre stall £100

Additional table £90

NON-PROFIT ORGANISATION

Single 6ft / 2 metre stall £70

Additional table £60

ELECTRIC

Is available for £30 extra

