



Emmanuel College

Dear stall holder

Friends of Emmanuel College Christmas Fair - 24 November 2018

[CLICK HERE](#) to book your table.

With reference to our Christmas Fair on Saturday 24 November 2018, we will be on site from 8.00am should you wish to set up any time from then. We open to the public at 10am and would request everyone to be fully set up by 9.30am and remain in place until 3.30pm when the fair officially closes.

As you enter the college car park you will be directed to the sports hall where you can gain easy access to the halls. Please look on the plan where you will find your stall and table number. Alternatively please look for a Friends of Emmanuel member who will be happy to assist you. After unloading, it would be helpful if you could move your vehicle from the entrance and use the car park to enable a speedy start to the day. We thank you for your co-operation.

Our College has a Christian foundation and we would ask applicants to be sensitive to this when considering the goods they may wish to sell. We cannot, therefore accept the display or sale of goods relating to gaming cards, Tarot, horoscopes or similar. We do not permit the sale of alcohol, raffles or tombolas. Thank you for your co-operation. If you are in doubt, please contact me for further clarification.

For our mutual benefit the following points must be adhered to:

- **Tables must not be moved forward under any circumstances, as they have been placed in accordance with health and safety regulations.**
- **Your stall must remain fully set up until 3.30pm.**
- **Any special request (electricity, wall or centre space, wheelchair access etc.) must be indicated on the application form when the table is booked. We do try to accommodate all requests, but these will be issued on a first-come first-served basis.**
- **We have tried our best to arrange the tables so that no similar product is next to you but sometimes we might not have succeeded fully because of the vast range of goods available.**
- **It is the responsibility of the stallholders not to impinge onto neighbouring stalls or public walkways.**
- **Table size of 6ft x 2ft 6ins.**
- **Please take all of your rubbish away with you on the day.**
- **Due to the new sports floor no food or drink is to be consumed in this area.**

We have several stalls collecting for good causes, if you wish to donate to these this is what is being collected on the day:

- Book stall accepting donations of books, any unsold will be donated to charity.
- White elephant stall: any unwanted new gifts, any unsold will be donated to charity.
- Homeless collection of handbags and toiletry bags containing soap, deodorant, feminine hygiene products, perfume, shampoo, shower gel, toothpaste, toothbrush, facecloth, towel

also sports bag or mens' toiletry bag containing soap, deodorant, aftershave, shaving gel, toothpaste, toothbrush, towel, facecloth.

- We are also hoping to have a charity collecting food to be distributed to those in need, if you wish to donate please bring dry pastas, cooking sauces, tinned foods, biscuits, Christmas crackers and long life products.

Hot and cold refreshments will be available throughout the day. We look forward to seeing you on the day. Do remember to invite friends and family to the event and share on social media.

Yours sincerely

Sam Mc Dine

Friends of Emmanuel College

Telephone: 07785612759